

**Internal / External
23-58**

Position:	PROGRAM ASSISTANT		Number of Positions:	1
Classification:	TEMPORARY	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	PROGRAM FOUNDATIONS & FINANCE		Program:	ADMINISTRATIVE SUPPORT
Location:	HUNTSVILLE		Anticipated Date of Hire:	OCTOBER 3, 2023
Salary Range:	\$32.30 - \$36.19 HOURLY		Position Duration:	ANTICIPATED TO LAST UP TO NOVEMBER 22, 2024, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			Posting Date:	SEPTEMBER 13, 2023
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Purpose of Position:

This position provides administrative assistance to support any health unit program in the Simcoe Muskoka District Health Unit (SMDHU). This includes answering and directing incoming phone calls, word processing and data entry (i.e. Panorama, CHRIS, Input Health, NAV Employee Centre), minute taking, records management, photocopying, monitoring faxes, mail and courier receipt and distribution, ordering/distribution/maintaining office supplies and materials, arranging for facilities requirements including equipment maintenance or repair, sign-out of office equipment, and maintaining effective communication with all staff and the general public. May be required to collect, secure and/or track cheques, cash or issue receipts.

This position's base office is the Huntsville location, but it may be occasionally assigned to support any health unit program in any of the Simcoe Muskoka District Health Unit (SMDHU) branch office locations. The position will participate in occasional office rotation scheduling for cross-training purposes.

Travel time and mileage to a branch office assignment will be compensated per agency Travel Conservation and Reimbursement Policy.

Hours of work in office locations other than Barrie and Barrie Clinic are fixed:

Business hours are 8:30 a.m. – 4:30 p.m., Monday to Friday with a lunch time office closure of 12:30 p.m. – 1:30 p.m. Barrie office does not have a lunch hour closure, coverage will be coordinated amongst administrative support staff in the reception area.

See Program Assistant position description for further details of the Program Assistant role.

Responsibilities:

- Thorough knowledge of all SMDHU programs to be able to effectively provide administrative support to the departments, programs, and the public;
- Provide general office administration support, including ordering & distribution of office supplies, arranging for equipment maintenance and repair, signing out equipment, meeting room and technology setup, coordinate couriers and mail;
- Maintain records & provide data management, including security;
- Provide information and respond to requests from the public and staff and appropriately direct inquiries including regular ongoing support to harm reduction clients, water sampling clients, and providing clinic support.
- Provide support to all programs and various event/clinics in the office including sexual health, immunization and oral health clinics, food handling events, pre-natal and smoking cessation, Board of Health/Executive Committee/Team meetings etc.;
- Maintains branch office policies and procedures;
- Introduce new staff and orient to the office;
- Monitoring of vaccine fridge temperature logs and alarms, including release of vaccines to Health Care Providers;
- Maintains asset inventory, including key distribution and security access card maintenance for visitors and contractors;
- First Aid, Health and Safety, Emergency Management including:
 - Fire Watch duties as per the Ontario Fire Code;
 - First Aid/CPR/AED Certification as per Health and Safety protocol;
 - IPAC Protocol (i.e. clean up of blood and bodily fluid spills, clinic clean up);
 - Tornado Watch Procedures (i.e., localized weather monitoring);
 - Suicide Triage Algorithm Orientation;
 - Panic Alarm Protocol.
- Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Demonstrated skills in database and desktop publishing software;
- Advanced proof-reading skills;
- Demonstrated ability to develop and/or format materials and documents in accordance with agency standards including the selection of appropriate graphics and resources;
- Demonstrated record/data management skills including filing management skills (electronic and paper);
- Intermediate ability to establish and maintain an information/resource database relevant to program or functional unit;

- Demonstrated ability to organize and prioritize work;
- Demonstrated ability to manage time effectively and meet deadlines;
- Demonstrated ability to manage multiple demands;
- Demonstrated oral communication and interpersonal skills including ability to deal with staff and the public in routine and challenging situations;
- Demonstrated written communications skills including the ability to communicate ideas effectively via email, synthesize discussions and take minutes at meetings;
- Able to work independently within established parameters and to function effectively as a member of a team;
- Maintain certification in First Aid/CPR.

Education:

College Diploma - completion of one-year office administration/secretarial program.

Related Experience:

1-3 years administrative experience. Preference will be given to candidates with experience and training in a variety of program and/or department functions.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

Current certification in First Aid/CPR

Deadline: 4:00 pm, TUESDAY, SEPTEMBER 19, 2023

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

For further details: refer to the **Program Assistant** position description.

SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting **#23-58** in the subject line. Your formal application consists of submitting both an up-to-date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Up to date COVID-19 vaccination is an essential requirement of the job. An individual is “up to date” on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant booster doses based on established eligibility criteria and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.