

## **PROGRAM & ADMINISTRATIVE ASSISTANT**

<b>DEPARTMENT:</b>	<b>COMMUNITY SUPPORT SERVICES</b>
<b>REPORTS TO:</b>	<b>Client Service Manager, CSS</b>
<b>STATUS:</b>	<b>TEMPORARY FULL TIME</b>
<b>SHIFT:</b>	<b>DAYS</b>
<b>COMPENSATION:</b>	<b>\$22.851/hr</b>
<b>UNION:</b>	<b>SEIU</b>
<b>AVAILABLE TO:</b>	<b>INTERNAL &amp; EXTERNAL CANDIDATES</b>
<b>DATE POSTED:</b>	<b>JANUARY 31, 2022</b>

### **POSITION DESCRIPTION:**

Functioning as an integral member of the Community Support Services [CSS] team, this position provides administration and program support for CSS (and HHHS more broadly) and maintains client booking system for programs as required such as Nursing Foot Care.

### **SKILLS/ABILITIES:**

- Highly organized and competent in office administration
- Excellent interpersonal skills and ability to work effectively with all levels of staff, patients and the community
- Ability to comprehend and work effectively and efficiently with computer software systems, eg MS Office
- Excellent time management skills
- Demonstrated ability to work independently with multiple competing deadlines

### **QUALIFICATIONS:**

- Minimum Grade 12 Education required
- Minimum of 2 years of office administration required preferably in a health or social service environment
- Excellent skill and experience with recording of minutes required
- Ability to create and maintain spreadsheets, professional communications, correspondence and reports required
- Must have Valid G Class license and clean driving record as demonstrated by current Driver's Abstract
- Access to a reliable vehicle
- CPR/First Aid certification

### **SUBMIT RESUME TO:**

**Human Resources  
Haliburton Highlands Health Services  
Box 115, Haliburton, ON K0M 1S0  
E-mail: [hr@hhhs.ca](mailto:hr@hhhs.ca)  
Fax: 705-457-4609**

### **PLEASE QUOTE JOB NUMBER:**

**2022-06**

### **DEADLINE:**

**February 8, 2022 @ 1600 Hrs**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.