

PROGRAM & ADMINISTRATIVE ASSISTANT

DEPARTMENT:	COMMUNITY SUPPORT SERVICES
REPORTS TO:	Client Service Manager, CSS
STATUS:	PERMANENT FULL TIME
SHIFT:	DAYS
COMPENSATION:	\$22.851/hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	MARCH 25, 2022

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

An ability to attend work on a consistent basis is also a requirement.

SUBMIT RESUME TO:

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

PLEASE QUOTE JOB NUMBER:

2022-18

DEADLINE:

April 4, 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.