

## JOB POSTING #2024/026

### POSITION:

Program Administrative Assistant – Oral Health and Vision Screening Program - OPSEU

### HOURS OF WORK:

Permanent – Full-Time – 35 Hours Per Week (1.00 FTE)

### EFFECTIVE:

October 1, 2024

### LOCATION:

Main Office – North Bay

### ADDITIONAL INFO:

Vacant Position

### POSITION SUMMARY:

As a member of the multi-disciplinary team, the Program Administrative Assistant (PAA) will provide administrative support to the Oral Health and Vision Screening Program which will include interacting with clients, scheduling clients for appointments, data entry, processing claims/invoices and filing. The incumbent will also provide back-up coverage in shipping & receiving which can also include receiving lab specimens in compliance with the Transportation of Dangerous Goods Regulations and may provide coverage at reception when required. The PAA also: creates and formats accessible compliant documents; edits and maintains program-related intranet and website content; maintains and files information as per our records management guidelines; processes and formats program-related policies and procedures; and creates and processes purchase orders; maintains program supplies and creates agendas and records minutes. The PAA provides service that is consistent with the mission, vision, values, policies and standards of the Health Unit.

### QUALIFICATIONS:

#### Education, Experience, Knowledge, Skills & Abilities:

- Two year diploma from community college in Office Administration or a combination of education and work experience considered equivalent
- Minimum of two years related experience
- Experience in scheduling clients for appointments
- Experience in procuring services (purchasing process) and experience with accounting software
- Experience with inventory management processes and best practices
- Experience operating and troubleshooting basic hardware/software/peripherals including: virtual meeting hardware and software, webinar tools, etc.
- Experience in organizing meetings, including preparation of agendas, recording and distribution of minutes and documentation, with attention to detail and accuracy
- Working knowledge of general accounting processes
- Knowledge of administrative and clerical procedures and systems
- Knowledge of both hard-copy and electronic records management practices, including record retention requirements
- Knowledge and skills related to creating and editing electronic documents and web content in compliance with best practice standards and in compliance with the (*Accessibility for Ontarians with Disabilities Act*) AODA

- Advanced computer skills with demonstrated proficiency in the use of Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams) and Adobe Acrobat. **Please Note:** Formal proficiency tests will be done to evaluate proficiency level in Microsoft Word and Excel
- Excellent verbal and written communication skills
- Excellent organizational, problem-solving, and interpersonal communication skills
- Extensive attention to detail with data entry and data management to ensure quality of reports generated from databases
- Demonstrated skills and accuracy in keyboarding
- Strong mathematical skills
- Ability to show discretion and appropriately handle confidential information, including personal health information
- Demonstrated ability to set and manage diverse priorities and coordinate multiple assignments to ensure program/service timelines and objectives are met
- Ability to support and project values compatible with the organization
- Committed to providing exceptional client service
- Demonstrated commitment to continuous learning and quality improvement
- Capacity to work standing for prolonged periods of time and to perform physical tasks, including bending, kneeling, and lifting parcels and inventory (weighing up to 50 lbs.)
- Demonstrated ability to interact with clients and colleagues in a respectful, empathetic, and professional manner
- Ability to function independently and/or in a team environment
- Reliable and self-motivated
- Ability to work flex hours as required

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit's immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

**HOURLY RATE:**

Minimum \$28.27 to Maximum \$31.83 (Pay Band 6). \*Please note, the maximum level you can start at is at Level 4 (\$30.88)

**CLOSING DATE:**

Friday, June 28, 2024 at 4:00 p.m.

**APPLICATION PROCESS:**

If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:

Wendy Moore, Human Resources Coordinator  
 Attention: Job Posting #2024/026  
 North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or  
 Email: [human.resources@healthunit.ca](mailto:human.resources@healthunit.ca)

We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.

**Please Note:** If you did not receive a confirmation email that your resume/application has been received, please contact Wendy Moore at [wendy.moore@healthunit.ca](mailto:wendy.moore@healthunit.ca) for confirmation.

**Once posting is closed, please refer to website for status of job posting.**

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[myhealthunit.ca](http://myhealthunit.ca)

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