

## JOB POSTING #2024/033

### POSITION:

Program Administrative Assistant - Healthy Schools Program - OPSEU

### HOURS OF WORK:

Permanent – Full-Time – 25 Hours Per Week (0.72 FTE) – 5 days per week with a temporary increase of 10 hours per week until January 3, 2025 with a possible extension for approximately 2 years

### EFFECTIVE:

As Soon As Possible

### 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 Healthy Schools Program, which will include interacting with clients, scheduling clients and lending library materials, data entry and filing. 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; 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. The incumbent will also provide coverage at reception when required.

### 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/classes or materials
- Experience with inventory management processes and best practices
- Knowledge of administrative and clerical procedures and systems
- 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
- Committed to providing exceptional client service
- Advanced computer skills with demonstrated proficiency in the use of Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams) and Adobe Suite. **Please Note:** Formal proficiency tests will be done to evaluate proficiency level in Microsoft Word and Excel
- Familiarity with the use of databases (i.e. Panorama and Ministry databases), and scheduling software (i.e. PS Suites)
- 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
- Advanced audio-visual technological skills (videoconferencing and teleconferencing)
- Ability to show discretion and appropriately handle confidential information, including personal health information
- Excellent keyboarding skills
- 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
- Demonstrated commitment to continuous learning and quality improvement
- 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)

**CLOSING DATE:**

Monday, September 16, 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 #2024/033  
 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.**

*The Health Unit is an Equal Opportunity Employer*

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 Votre partenaire à vie pour vivre en santé.

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

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 705-474-1400

📠 705-474-8252

📍 90 Bowes Street, Suite 201,  
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