



The Four Villages
Community Health Centre

Working Together for Whole Health

Administrative Assistant **Full Time (35 hours per week), Permanent**

Are you looking to work at a place where excellence and professional standards are highly valued, and where your voice helps shape how health care services are provided? If you are seeking such an environment, The Four Villages Community Health Centre is offering an opportunity for you to shine as an Administrative Assistant to support the Directors of Clinical Services and Director of Programs and Community Initiatives.

Four Villages is a non-profit, primary health care facility located in the west end of Toronto. Since 1991, we have been providing primary health care services and programs that include treatment, prevention of illness, health promotion, and capacity building primarily aimed at seniors, families with young children, youth and newcomers to Canada. We strive to reach individuals and groups in the community who face difficulty accessing the health system.

We have a committed team of professionals – family doctors, nurse practitioners, registered nurses, chiropodists, physiotherapists, occupational therapist, dietitians, social workers, therapists, community health workers and administrative staff. As a valuable member of our administrative team, the Administrative Assistant to the directors works closely and in collaboration with Four Villages staff and management. We are seeking an experienced administrative professional to fulfil this role as a key member of our team.

POSITION SUMMARY:

Reporting to the Director, Programs and Community Initiatives and as an integral part of the administration team, this position provides administrative support to the Director, Clinical Services and Director, Programs and Community Initiatives. This position also assists with supporting the teams and working groups overseen by the Directors, and ensures that the administrative needs of the organization are met efficiently and effectively.

Areas of accountability include:

- Providing general and administrative support to the Directors, internal committees and working groups.
- Schedule and set up meetings, teleconferences, prepare and distribute meeting agendas and previous minutes
- Assist with managing the Outlook Inbox for Directors
- Support personnel recruitment process
- Assist with on-boarding, orientation and training of new staff and off-boarding for exiting staff
- Assist with preparing and formatting process flowsheets (in Visio, Lucidchart, Word)
- Prepare/format a variety of materials, including presentations, reports, minutes of meetings, invitations, memos, letters, organizational polices and other documents, using word processing, spreadsheets and/or presentation software, as required
- Maintain accurate filing system in appropriate network drives
- Assist with performance and attendance management of staff managed by the Directors
- Support the administration of staff performance appraisal process
- Provide support to the Reception Lead
- Support organizational initiatives as required, such as accreditation, strategic initiatives, quality improvement, etc.
- Provide support for ad-hoc projects for the Directors internally or with external partners
- Assist with implementation of privacy policies, track and log privacy breaches, and investigations
- Process expenses for the Directors (keep track of receipts)
- Reconcile visa statements for programs and general Four Villages purchases monthly
- Contribute to programs and services cycle of planning and evaluation and administratively support organizational-wide planning, committees and staff meetings as appropriate
- Contribute to organizational activities to collect, analyze and report on data and relevant information, and participate in research when appropriate
- Work during both regular and extended hours of operation in main office and off-site locations as needed
- Other duties as required

QUALIFICATIONS:

- College diploma or certificate in administration, health administration or related field, or an equivalent combination of education and experience
- Two to three years experience providing administrative assistance to senior management or significant administrative experience in health care setting
- Experience and training in quality improvement
- Understanding of the health care system and knowledge of medical terminology
- Excellent interpersonal skills, including flexibility and a positive attitude
- Excellent communication, problem-solving, conflict and time management skills
- Demonstrated ability to take initiative and to work independently and effectively with minimal supervision
- Experience recording minutes, reports, presentations
- Excellent writing skills
- Excellent organizational skills, and ability to set priorities in a fast-paced environment
- Superior knowledge and proficiency with use of computers and applications such as MS Office with a minimum typing speed of 55 words per minute

Hours of work: 35 hours per week

Application Deadline: Monday March 18, 2019 at 4 p.m.

Salary Range: Based on full time salary range \$39,913-\$48,089 per annum, plus 20 days of paid vacation and 10 days of paid professional development, excellent medical benefits and a group pension plan (HOOPP)

This is not a Bargaining Unit position.

Interested candidates should e-mail their résumé along with a cover letter to the Director, Programs and Community Initiatives at jobs@4villages.on.ca (Subject: Administrative Assistant), or fax to 416-604-3365.

We thank all the applicants for their interest and advise that only those selected for an interview will be contacted. Four Villages is committed to fostering diversity within our community. We encourage résumés from all persons within the diverse communities we serve. In addition, if you have any requirements for accommodation, please let us know.