

NORTHERN FAMILY HEALTH SOCIETY

Employment opportunity:

Administrative Assistant

Orientation Dates:

As soon as possible: current employee's last day of work is December 22nd, 2011. Preference will be to provide a minimum of 12 hours training prior to her departure.

Start Date:

January 3rd, 2012

Days and Hours of Work:

Monday to Friday, not including Statutory Holidays.
12 Noon to 4:30 pm (4.5 hrs per day)

Rate of Pay:

\$15.00 per hour

Deadline for Applications:

Thursday, December 08th, 2011

Send resume with cover letter to Verna Blinn, Executive Director at:

nfhs-pg@nfhs-pg.org **No phone calls please.**

Only those short listed for an interview will be contacted. It is our intent to conduct interviews by Thursday, December 15th, 2011 (those contacted are encouraged to be prepared by becoming familiar with our programs prior to the interview)

The Administrative Support personnel is the first point of contact for the public and is required to represent the agency in a professional and courteous manner at all times.

An office dress code is required.

See the following Job Requirements for more details.

Thank you for your interest in NFHS.

Employment Opportunity: Administrative Assistant

Job Requirements

Qualifications:

- Post-secondary education in the field of office administration or combined equivalent experience

Desired Attributes:

- Able to work efficiently and effectively in a fast paced environment
- Able to work effectively as a team player within a multidisciplinary team
- Independent worker (efficient)
- Strong verbal and written communication skills (clients, community and peers)
- Proven understanding of workplace confidentiality
- Courteous, prompt and timely, with strong attention to detail
- Able to demonstrate workplace respect and ethics
- Possess strong ability for multitasking.
- Understanding of mental health and addictions

Skills and experience required:

- Computer skills experience in Word, Excel, Web and database management.
- Able to develop Power Point presentations
- Experience in basic equipment maintenance.
- Able to take minutes, compile and distribute
- Able to prepare agendas and board information

Reports to: Administrative Team Leader and / or Executive Director

Core Responsibilities:

The Administrative Assistant is responsible for answering multi line phone system; directing clients and / or phone calls to appropriate department; answering questions regarding agency services. Support to senior management.

Administrative Assistant Duties will include the following:

- Provides technical and / or other support as assigned by supervisor.
- Provides management with filing, sending and receiving correspondence as required
- Assist the Executive Director with organizing conference calls and provincial meetings.
- Takes minutes and prepare agendas for agency meetings
- Prepare monthly board meeting & AGM packages including (but not limited to) meeting minutes and agendas for the Board meeting
- Maintain an inventory of office equipment and capital items.
- Organize and keep orderly the equipment room and supplies
- Arrange for service or maintenance of office equipment (i.e. photocopier, fax machine, telephones, alarm system, computers, etc.) as requested by supervisor
- Assist in the preparation of final reports and final evaluations.
- Provide support, and assign duties, to volunteers.
- Monitor and provide support to community members accessing the Computer Access Centre

It is important for reception to be continually aware of security / confidentiality issues such as:

- 1) Personal items are locked in a secure area
- 2) Client information is never left unattended or in an open area
- 3) Client or other sensitive information is never discussed in reception area / or in a setting not conducive to client's well being
- 4) Computer screen to be shut down when not in use by receptionist
- 5) When working in either the Finance office or E.D office the door must be closed and locked when leaving the office for any length of time (when ED or FC not working in the office)
- 6) When leaving the front desk unattended for more than a few minutes the "Break clock" must be set on the desk next to the bell for the client to use; this notifies the reception or relief personnel of a client needing service.

Other related duties as requested by the Executive Director and / or Administrative Team Leader.

Ongoing employment is determined by positive performance reviews and secured funding.