



Community Health Administrative Assistant Casual, no guarantee of hours

Job Summary:

To provide clerical and administrative support to Public Health, Home Care, Home Care Enhancement Program and Environmental Health within Hay River Community Health Services, in order to relieve management and professional staff of routine office and administrative tasks, and assist them to facilitate the delivery of comprehensive community health programs within the context of territorial and health board policies and practices.

Job Qualifications:

- The responsibility of this position requires the incumbent to have good interpersonal, time management and communication skills to be able to prioritize simultaneous work assignments in an environment where situations change rapidly;
- Sensitive to geographical/cultural needs of the regions and understand how community and culture impact on the delivery of the health care team;
- Ability to effectively work under pressure, handle multiple tasks, meet deadlines while displaying a calm and professional demeanor;
- Knowledge and ability of general office procedure and familiarity with electronic equipment;
- Experience in dictation transcription is essential;
- Fluent, effective communication skills both verbal and written;
- Knowledge and ability to use medical terminology;
- Knowledge of updated computer programs within the organization and word processing abilities; outlook/e-mail;
- Ability to work independently with little guidance and/or direction;
- Good working knowledge of the Collective Agreement;
- Strong interpersonal skills and good telephone skills;
- Ability to interact well, be pleasant and have a courteous approach with staff, residents and clients;
- Cooperative, tactful, professional and maintain confidentiality;
- Good problem solving skills;
- A focus on accuracy and neatness; and
- Adaptable and flexible.

The forgoing knowledge, abilities, and skills would most commonly be acquired through completion of a one year post-secondary secretarial course(s), various computer courses in word processing, along with 2 years' experience in a high stress, service-oriented, busy office environment. Full job description available at www.hayriverhealth.ca.

Salary: \$30.60-39.65 per hour (Range 8)
Position Status: Casual, no guarantee of hours
Competition #: 032-21
Closing Date: Open

In addition to an attractive salary, we offer a Northern Allowance of \$2.60 per hour up to \$5,282 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Interested applicants may apply quoting competition number to:

Human Resources
Hay River Health & Social Services Authority
37911 Mackenzie Highway, Hay River, NT X0E 0R6
Phone: (867) 874-8341 Fax: (867) 874-8345
hrhssa_competitions@gov.nt.ca
www.hayriverhealth.ca

*If you would like this information in another official language, contact us at (867) 874-8111
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*