

JOB POSTING #2025/016

POSITION:

Program Administrative Assistant – Reception - OPSEU

HOURS OF WORK:

Temporary – Part-Time - 21 Hours Per Week (0.60 FTE) Wednesday, Thursday and Fridays (subject to change)

EFFECTIVE:

As Soon As Possible to December 31, 2025 (Subject to Change)

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

To Assist with Workload

POSITION SUMMARY:

As a member of the multi-disciplinary team, the Program Administrative Assistant (PAA) will greet clients and visitors in person or on the telephone, answering or referring inquiries. The PAA will provide administrative support to health unit Programs and Services which will include interacting with clients, scheduling clients for appointments/classes, 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 work instructions; and creates and processes purchase orders. The PAA provides service that is consistent with the mission, vision, values, strategic priorities, 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 a variety of clinical procedures
- 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
- Knowledge of administrative and clerical procedures and systems
- Knowledge of both hard-copy and electronic records management practices, including record retention requirements
- 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 Acrobat. **Please Note:** Formal proficiency tests will be done to evaluate proficiency level in Microsoft Word and Excel
- Familiarity with the use of databases, electronic medical records, and Ministry databases for reporting and billing.

- Excellent verbal and written communication skills
- Extensive attention to detail with data entry and data management to ensure quality of reports generated from databases
- 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
- Ability to work in a fast-paced environment with continuous change
- Demonstrated commitment to continuous learning and quality improvement
- Excellent organizational, problem-solving, and interpersonal communication skills
- Demonstrated ability to interact with clients and customers in a respectful, empathetic and professional manner
- Ability to function independently and/or in a team environment
- 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, self-motivated and able to flex work hours on a regular basis to meet program needs

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) plus 4% vacation pay and 4% public holiday pay. *Please note, the maximum level you can start at is at Level 4 (\$30.88)

CLOSING DATE:

Monday, May 12, 2025, 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:

Shannon Griem, Human Resources Coordinator

Attention: Job Posting #2025/016

North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or

Email: 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 Shannon Griem at shannon.griem@healthunit.ca for confirmation.

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

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📍 345 Oak Street West,
North Bay, ON P1B 2T2

📞 1-800-563-2808
705-474-1400

📠 705-474-8252

📍 90 Bowes Street, Suite 201,
Parry Sound, ON P2A 2L7

📞 1-800-563-2808
705-746-5801

📠 705-746-2711