

## JOB OPPORTUNITY

JOB TITLE: PART-TIME (0.5 FTE) ADMINISTRATIVE ASSISTANT I

JOB REF NO: 62-2018

DEPT: COMMUNITY SUPPORT SERVICES

SITE: FORT FRANCES

UNION / NON: NON-UNION

### QUALIFICATIONS:

- A College Diploma in Office Administration, or equivalent knowledge, skills, abilities and experience
- Proficient in using MS Office applications, including MS Word, Excel and Powerpoint, and computer skills necessary to perform varied tasks
- Excellent communication and interpersonal skills
- Understands and maintains confidentiality
- Knowledge and understanding of health related agencies and health record systems
- Demonstrated leadership and problem-solving skills
- Dependable with an excellent attendance record
- Familiar with Occupational Health & Safety workers' rights and responsibilities
- Physically capable of performing the essential duties of the job

### RESPONSIBILITIES:

- Handle general inquiries and requests for information regarding admission to Home Support, Assisted Living/Supportive Housing programs, and Adult Day Programming.
- Maintain accurate documentation of all changes in client health status.
- Maintain confidentiality and appropriate handling of client charts/records.
- Assist the Community Support Services Supervisor/Manager in arranging/scheduling services and appointments for clients.
- Schedule Adult Day planning sessions bi-monthly, record and circulate planning session outcomes to necessary staff.
- Ensure daily office operations are maintained in the Community Support Services Supervisor's/Manager's absence.

Interested and qualified candidates are invited to submit their resume and Employment Application form by **January 31, 2019**, using one of the following options:

1. Email to: [Human.Resources@rhcf.on.ca](mailto:Human.Resources@rhcf.on.ca)
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.