

## JOB POSTING

Home and Community Care Support Services North West is one of the province's 14 Local Health Integration Networks (now operating as Home Care and Community Support Services) with a focused mandate to deliver local health care services such as home and community care and long-term care home placement. Home and Community Care Support Services is dedicated to ensuring the ongoing delivery of local services while Ontario makes changes to improve the health care system to give patients better connected care with health care providers working toward being coordinated in Ontario Health Teams.

<b>JOB TITLE:</b>	Executive Assistant, Corporate Services
<b>TERM:</b>	Permanent Full-Time
<b>REPORTS TO:</b>	Vice President, Information Technology and Facilities
<b>DIVISION / DEPARTMENT:</b>	Corporate Services
<b>LOCATION:</b>	Thunder Bay, Ontario

### POSITION SUMMARY

Reporting to the Vice President, Information Technology and Facilities, the Executive Assistant, Corporate Services is accountable for providing assistance and coordinating support to the VP and Directors in the Corporate Services portfolio. Areas of responsibility include effectively prioritizing and researching issues; coordinating the preparation and/or edit of business materials such as letters, mass emails, memos and presentations; organizing meetings; planning and organizing the VP's and Director's schedules, appointments, reservations and travel arrangements and reviewing and prioritizing all incoming correspondence; taking appropriate action. The Executive Assistant is committed to providing outstanding care and this role will exhibit the following values: person-centered, accountable, collaborative, respectful and innovative.

### KEY RESPONSIBILITIES

- Serves as the primary contact/liaison between the VP and Director's and internal and external stakeholders, institutions and other agencies on a range of specific matters
- Manages the VP's and Directors schedule/calendar for meetings, events and prioritizes and manages the VP's/Director's schedule, setting up meetings on the VP's/Director's behalf and resolving and prioritizing scheduling conflicts
- Works with confidential documents; prepares confidential letters and reports
- Assists with the planning and coordination of all aspects of meeting arrangements/meeting planning

- Composes edits and proofreads correspondence, meeting agendas, presentations, reports, etc.
- Attends meetings, takes and distributes minutes at meetings
- Receives notification from a variety of sources about issues which arise, informs the VP and respective Director of matters which require her/his immediate attention, or refers the matter to the appropriate area for resolution
- Communicates directions and requests for information/material/action from the VP/Director to appropriate individuals
- Responds to or coordinates responses to requests for information from outside parties
- Organizes all relevant materials and background documents for meetings, presentations, conference or action required by the VP/Director
- Makes arrangements for travel, accommodation, seminars and meetings
- Receives callers and visitors from stakeholders, the public, patients and other organizations about a variety of matters; some of which may be contentious or highly sensitive in nature
- Initiates, plans and carries out a variety of special projects, research, consultations or assignments and develops recommendations for the VP/Director and the executive committee as appropriate
- Represents the HCCSS by attending meetings and participating on corporate committees and working groups as assigned
- Participates in safety and quality information gathering and analysis
- Reviews any information provided about the safety and quality of services provided
- Other duties as assigned

## **QUALIFICATIONS/SKILLS**

### **Education**

- Post-secondary education in administration or related field combined with a minimum of three (3) years' experience in an executive assistant role (or equivalent combination of education and experience)

### **Experience**

- Advanced proficiency in Microsoft Office Suite including Word, Excel, Outlook, PowerPoint and SharePoint
- Advanced keyboarding skills
- In-depth knowledge of administrative procedures, processes and standards

- Detailed knowledge of HCCSS administrative practices, policies and procedures
- Good understanding of Home and Community Care business objectives and programs
- General understanding of issues and priorities within the healthcare sector
- Knowledge of government cyclical planning, review and reporting requirements
- Proven ability to integrate information from a variety of sources into effective briefing material, reports and summaries

**Administrative and General Skills and Attributes:**

- Strong verbal and written communication skills in English
- Excellent time management skills and ability to prioritize multiple, often conflicting demands within a tight timeline
- Exceptional organizational skills and attention to detail
- Demonstrates proactivity and effective problem-solving and analytical skills
- Ability to use tact, diplomacy and persuasion in following up on outstanding items with other executive leaders and/or managers
- Ability to maintain confidentiality at all times demonstrating use of discretion and sound judgment
- Highly motivated self-starter with ability to work independently as well as in a team environment
- Solid effective listening and facilitation skills
- Ability to communicate in French or another language an asset

**POSTING DATE:** September 26, 2022

**CLOSING DATE:** October 7, 2022 at 4:30 p.m.

**COMPETITION NUMBER:** NW22-62

**VACANCY:** Permanent Full-Time

Interested candidates are asked to submit their application by email, quoting competition number, to:

**Human Resources, Home and Community Care Support Services North West**  
[nw-hr@hccontario.ca](mailto:nw-hr@hccontario.ca)

Home and Community Care Support Services values the health and safety of its employees and is committed to the prevention of COVID-19 exposure and transmission of infection to employees, patients, caregivers, volunteers, visitors and residents. As a requirement of Home and Community Care Support Services Mandatory COVID-19 Vaccination Policy, all employees must be considered fully vaccinated for COVID-19.

The HCCSS is an equal opportunities employer and welcomes applications from all suitable qualified persons. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.

***DISPONIBLE EN FRANCAIS***