

Vacancy Posting

Position Title: Executive Assistant

Employment Status: Fixed Contract Duration (12 months Leave coverage, which could be extended)

Hours of Work Schedule: 35 Hours per Week

Salary Range: Salary is commensurate on skills and experience, and within the range of \$48,128-\$55,794, plus applicable benefits including HOOPP.

Position Reports To: Lee Kierstead, Chief Executive Officer (CEO)

Primary Location: Head Office Location – 115 Grassmere Ave., Oshawa

Organization Overview

Carea Community Health Centre will be the recognized leader in redefining the experience of community based health and wellness services. We provide access to high quality holistic and inclusive care that is responsive to the needs of the community and empowers individuals to enhance their own well-being. We hold these values equally: (1) **Person Centered**; (2) **Inclusive**; (3) **Compassion**; (4) **Teamwork & Collaboration**; and (5) **Accountability & Reliability**. These five core values embody who we are, how we work, and are fundamental to our culture. Every member of our team demonstrates their commitment to these core values in their everyday activities. These values steer our decision making, guide the delivery of care and services, and govern how we interact with our clients, partners, and each other. Carea will continue to focus on building its capacity to provide a full range of health and wellness services to clients of all-ages across Oshawa, Whitby, Ajax and Pickering.

Position Overview

Reporting to the CEO in a confidential role, and as part of the Leadership Team, the Executive Assistant collaborates with and supports the CEO, and by extension, the Departmental Directors, Board of Directors and staff to provide a wide range of support services related to the CEO's directives (liaising, coordinating and administrative duties). Additionally, this role will collaborate within the Agency's team structure, in support of goals that align with and achieve the Agency's strategy, Mission, Vision and Values through enabling supports to operational management across departments.

Key Responsibilities

- Provides all executive support to the CEO.
- Manage the CEO's agenda, scheduling of appointments and materials prior to meetings.
- Coordinate travel arrangements and hotel accommodations for the CEO and Board members as required.
- Agenda setting minute taking of all meetings involving the Board, CEO, Management, and All Staff.
- Ensure coordination of Board and related Committee meetings and other meetings of the Chair and CEO, confirm participation and logistics. Preparation/assembling of materials for meetings, assist with agenda production, minute taking, compilation and circulation of meeting materials.
- Prepare lists of action items after coordinated meetings and follow up on appropriate items as required.
- Coordinate/organization of corporate events, e.g., Annual General Meeting.
- Project lead in the preparation for Accreditation process.
- Provide central resource support for Corporate/Admin regarding protocol, policy and support.
- Responsible for maintaining accurate and up to date Corporate Information System.
- Participate in other internal committees and projects, as determined.

Qualifications

1. Post-secondary education/training in related field and/or equivalent related experience within senior management administrative support.
2. Proven quality service orientation, within an infrastructure support role requiring confidentiality.
3. Strong attention to detail, organization and time management skills, as demonstrated in work environments with multiple/simultaneous deadlines on a regular basis.
4. Ability to multi-task and work in a team environment.
5. Must be able to work some evenings for monthly meetings (e.g., Board meetings).
6. Must be able to travel between Carea office locations or to offsite meetings within Durham region.
7. Proficiency in the use of computers and various software applications as relates to office and senior management administrative support.
8. Strong attention to detail, organization and time management skills, as demonstrated in work environments with multiple/simultaneous deadlines on a regular basis. Office administration analysis/processing experience within community health center model, preferred.
9. Familiarity with LHIN, MOHLTC and other government funders' parameters, is an asset.
10. Demonstrated ability to work independently and to be an effective member within an interdisciplinary team.
11. Demonstrated ability to manage workload with simultaneous deadlines, determine priorities and meet deadlines.
12. Ability to provide support and input into departmental objectives as aligned with Agency's Strategy, to assist in evaluating and continuously improving work processes.
13. Secondary school diploma; post-secondary school diploma or degree in office or business administration, an asset.
14. A minimum of five years relevant experience.
15. Excellent verbal and written communication skills and interpersonal skills to deal with varying stakeholders.
16. Proven ability to organize and manage a diverse range of assignments and projects with high accuracy and efficiency output.
17. Proficiency in the use of computers, internet/intranet, and various software applications (preferably MS Office applications).

Minimum Key Attributes include: Service-oriented, Collaborative, Team Player, Results-oriented, Accountable, Initiative-taking, Flexible, Adaptable, Collaborative, Effective Communication Skills, Ability to manage risk within one's responsibility and accountability. **Role-specific attributes:** Efficient, Time Management & Organization Skills, Attention to Detail, Creative & Innovative Thinker, Analytical/Systematic, Forward Thinker, and Problem-Solving skills.

Application Process:

- 1) For Internal Candidates, please send resume and expression of interest to hr@careachc.ca on or before **Friday, February 16, 2018.**
- 2) External Applicants – we welcome direct, or referrals of, external applicants. If you are interested in being considered for this position, please submit cover letter and resume outlining your qualifications and expectations by email to: hr@careachc.ca (Attention: AJ Vasanthakumar) **on or before Friday, February 16, 2018.**
- 3) While we thank all applicants for their interest in applying, only those qualified and considered for interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- 4) All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- 5) All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Carea is committed to fostering a positive and progressive workforce that is representative of the communities we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Carea's policies on accommodation, a request for accommodation will be accepted as part of the recruitment/hiring process. To avoid

any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.

If you have accessibility needs and require alternate formats or other accommodations please contact Paula Carter, Resource Development and Communications Manager at 905-723-0036, extension 1229, or by email to pcarter@careachc.ca . **Carea Community Health Centre and staff are dedicated to creating an inclusive environment that welcomes diversity. Every One Matters! Every One is Welcome!**