



Job Title: Community Program Administrative Assistant
Reports to: Clinical Manager
Effective Date: October, 2021
Status: Full time permanent

The South Georgian Bay Community Health Centre (SGBCHC) provides primary healthcare services with a wide range of other health promotion and community development services under one roof; focusing on the social determinants that impact an individual's health. The SGBCHC provides an integrated model of care by working in partnership with other agencies in the communities it serves. The CHC's programs and services are developed to respond to the specific and diverse needs of the community.

JOB SUMMARY

Reporting to the Clinical Manager, the Community Program Administrative Assistant is responsible for supporting the administrative needs of the SGBCHC's community programs and workshops including support to volunteers.

MAIN ACTIVITIES

Duties and Responsibilities

- Provides Administrative support to the Community Program Coordinator
- Provides Administrative support with the preparation and coordination of SGBCHC community programs and workshops
- Provides Administrative support to a group of volunteers that support and or lead the community programs and workshops
- Supports the Community Program Coordinator in volunteer recruitment, training, recognition, and ongoing education.
- Works closely with community partners to plan programs and workshops for the community
- Source and book meeting rooms or set up for virtual programs using appropriate virtual platforms (eg ZOOM)
- Assist with processing expenses
- Regularly input survey data and workshop statistics into tracking documents
- Respond to email, phone & website inquiries regarding registration for workshops & programs
- Works with communications to develop and distribute materials for program promotions
- Assists in the development of program materials/resources;
- Maintains program database and statistical records, enters data, and prepares data reports as directed
- Assists in the coordination and organizing of community events as directed



- Ability to travel to offsite meetings/workshops to assist the volunteers and/or Community Program Coordinator as required
- Other duties as assigned

JOB REQUIREMENTS

Education:

- College Diploma in any relevant subject (Administrative Studies, Health, etc.) or 2 years minimum work experience in an administrative role
- Volunteer Management Certificate and/or at least 2 years' experience supporting volunteers considered an asset

Knowledge/Experience:

- Experience in an administrative role
- Experience in community initiatives and/ or programs, workshops
- Knowledge of standards, regulations and best practice when working with volunteers.
- Knowledge of and experience working with and supporting volunteers
- Knowledge of community health, the model of health and wellbeing and or the social determinants of health
- Knowledge of and experience in working with marginalized populations and those with mental illness.

Skills:

Sensitive to culture, race and gender the incumbent shall demonstrate:

- Understanding of and commitment to working within a client-centered, social determinants of health framework
- strong communication skills in English, both written and verbal
- computer literacy
- Strong organization, attention to detail and problem-solving skills using a health equity lens.
- ability to organize, prioritize and multitask efficiently
- Quick learner able to work independently and as part of a team
- Excellent time management skills and the ability to multi-task and prioritize work
- Proficiency in MS Office (Word, PowerPoint, Excel)
- Strong interpersonal skills to support volunteers and diverse client groups with varying levels comprehension and language capability, empathy and compassion.



- Ability to think critically and be innovative to suit the individual needs of clients, volunteers and supporting the Community Program Coordinator in an inclusive manner.
- ability to deal with demanding interpersonal situations and respond with good judgment, compassion and understanding fostering healthy relationships.
- ability to analyze and independently problem solve with critical thinking skills using a health equity lens
- ability to be flexible with the ability to adapt quickly to the changing needs of the SGBCHC programs and operation with a positive attitude
- commitment to understanding and supporting inter-professional practice
- ability to support the Community Program Coordinator to engage with volunteers and community partners in a virtual environment using appropriate technology supported by SGBCHC
- Work in a manner that preserves privacy and confidentiality.
- Work in a manner that ensures community safety and minimizes risk to those involved with the community programs and workshops
- Work in a manner consistent with the SGBCHC Vision, Mission and Values
- Work in a manner that demonstrates self-reflection and personal accountability for work performance
- using professional judgment and act in accordance with SGBCHC policies and procedures
- commitment to practicing infection and prevention control policies, adhering to pandemic precautions in the workplace when required
- ability to adapt quickly to a changing environment
- Ability to obtain a Police Vulnerable Sector Check satisfactory to SGBCHC
- valid Ontario driver's license with adequate insurance and use of own vehicle

Salary Range \$18.00 - \$21.80/hr

Application:

- Applications (Resume and cover letter) are accepted until October 12, 2021 at 4 pm
- Please send cover letter and resume to erika.haney@sgbchc.ca

SGBCHC recognizes that everyone is a unique and valued member of the community and will therefore be treated with fairness and openness. The SGBCHC welcomes and encourages applications from all qualified applicants, including those living with a disability. Accommodations are available upon request for candidates taking part in all aspects of the selection process.