



Southwest Ontario
Aboriginal Health
Access Centre

Executive Assistant

Status: Full-time
Location: Windsor
Posting Date: March 7, 2018

The Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, holistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the southwest region. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. We are also mandated to build health care capacity within Indigenous communities. Currently, we are seeking the services of an **Executive Assistant** to join our interdisciplinary staff team based at our **Windsor site**.

The Role: This position will have responsibility for providing executive administrative support to the Regional Director and Integrated Care Manager at the **Windsor site**. This role also includes additional responsibilities such as, supporting data integrity within SOAHAC's electronic medical records.

Executive administrative support includes performing diverse, advanced and confidential administrative support such as but not limited to; assisting in day-to-day task management, coordinating communication, and coordinating meetings, events, and making arrangements.

The support of data integrity within SOAHAC's electronic medical records includes review, thorough research, and correction activities within the EMR, and to support the maintenance of a highly confidential and secure computer and information systems infrastructure within SOAHAC. This task will include work in collaboration with the Data Management Coordinator, the Director of Clinical Services, and others as appropriate on matters concerning integrity of the patient database.

Experience: A minimum two (2) years direct experience in a health care setting. Experience working with Indigenous people in community-based settings..

Requirements (Knowledge, Skills and Abilities):

- Post-Secondary Degree/ Diploma, and Related Certificates in Office Administration, health care, and/or equivalent work experience
- Experience and proficiency working with an EMR, preferably Nightingale and/or Practice Solutions
- Knowledge of Indigenous culture, values, history and ability to provide culturally safe services
- Awareness of health and wellness issues pertaining to Indigenous people
- Valid Driver's license, proof of current automobile insurance, as well as, access to a reliable vehicle
- Computer proficiency including proven ability to use relevant technology
- A current police vulnerable sector check is a condition of employment

Responsibilities:

- To report to the Integrated Care Manager
- To provide direct support to the Regional Director and Integrated Care Manager
- To work with internal SOAHAC teams and participate in meetings as required
- To strictly adhere to the Confidentiality Policy and all other policies and procedures.
- To demonstrate a high degree of professionalism, initiative, and independence in supporting the leadership team members and on a wide variety of complex issues.
- To assist in the timely communication, written and via telephone, facsimile, e-mail and voice mail, with a variety of community individuals, partners, and funding agencies
- To prepare agendas and minutes from various meetings
- To establish and maintain effective working relationships with leadership, colleagues, and the general public
- To monitor building maintenance and general operations, i.e. key inventory and distribution and keeping track of alarm codes and fobs, being on the alarm company call list for alarm alerts
- To assist with bookkeeping and Finance team as required
- To complete tasks related to data system integrity as assigned

This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.

Please Note: This position is based on annual funding and is full-time @ 35 hours (5 days) per week. Salary is competitive and subject to experience and funding. Comprehensive benefit and pension package included.

SOAHAC values diversity and is an equal opportunity employer; however hiring preference will be given to qualified Indigenous applicants. SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter, resume, and names of 3 references (minimum of two references from a Supervisor/ Manager) to:

Email: **careers@soahac.on.ca**

Please include Subject Line: **Executive Assistant, Windsor**

Attention: **Anna-Marie Evans
Human Resources Manager
Southwest Ontario Aboriginal Health Access Centre
425 – 427 William Street,
London, ON N6B 3E1**

Closing Date: **March 21, 2018, at 4:00 pm**

Please visit Southwest Ontario Aboriginal Health Access Centre online at: www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!