



Team Assistant, Mount Hope Centre for LTC - 1 position	Posting #: 46732
Mount Hope Centre for LTC	Posting Date: November 24, 2021
Mount Hope Centre for Long Term Care - London, ON	Submission Deadline: November 30, 2021
Full Time	Greg Evens, Human Resources
Non-Union	

The successful candidate will provide assistance to the scheduling office to schedule nursing staff for resident care.

Essential Qualifications

- Successful completion of a post-secondary Office Administration Diploma
- Demonstrated computer skills Microsoft Office Suite, including an intermediate level of knowledge in Excel
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Previous experience with computerized patient care, scheduling, payroll and on line ordering systems
- Excellent interpersonal and communication skills to ensure that information is provided accurately and professionally in person, writing and by phone
- Ability to work quickly and accurately in a busy environment
- Strong customer service focus along with previous experience dealing with the public
- Demonstrated ability to problem solve effectively
- Previous experience scheduling staff and working with payroll systems
- Experience in a healthcare environment
- Excellent communication skills, both written and verbal as well as excellent grammar, spelling, proofreading and composition skills
- Excellent organization and time management skills to effectively provide support to all team members
- Ability to work independently as well as on a team
- Ability to prioritize multiple demands
- Detail oriented
- A criminal reference check completed within the last six (6) months from a Canadian Police Information Centre (CPIC), inclusive of vulnerable sector screening, will be required of the successful candidate

Preferred Qualifications

- Previous scheduling experience
- Experience in a health care environment
- Demonstrated flexibility, adaptability and ability to manage change in a dynamic environment
- Experience working with collective agreements in a unionized environment
- Proficiency in French would be an asset

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.