



Assistant, Occupational Health, Infection Safety and Employee Wellbeing - 1 position	Posting #: 53325
Occupational Health, Infection Safety and Employee Wellbeing	Posting Date: September 02, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: September 08, 2024
Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

****REPOSTED****

Join our team. We have a great team working together to maintain and enhance the health and safety, and prevent injury and illness, for every employee, staff and volunteer in our organization.

The Team Assistant role is to support our customers and the Occupational Health, Infection Safety and Employee Wellbeing teams. The Team Assistant will primarily focus on the Health Reviews process for all new hires and volunteers including communication with the new hires and volunteers about health review requirements, scheduling appointments and conducting follow up with leaders. The Team Assistant will also be the main point of contact at the front desk and will assist customers with questions, connecting them to the appropriate team members, and finding information to support their occupational health, infection safety and employee wellbeing questions. The Team Assistant will also be performing other clerical functions (ie. supplies ordering) and there will be opportunities to be involved with special projects and process redesign. This role works in a busy environment with frequent disruptions.

This challenging opportunity is a good fit for a highly motivated self-directed and innovative administrative professional. The Team Assistant is accountable for providing great customer service and maintaining efficient processes. The Team Assistant ensures accurate data entry, appointment scheduling, and ordering and management of supplies. The Team Assistant needs to be creative, have good communication skills and a curiosity to learn.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a post-secondary education program in office administration
- High developed communication and organizational skills
- Strong customer focus with excellent interpersonal and problem-solving skills
- Demonstrated ability to work in a multi task, busy environment
- Demonstrated intermediate computer skills: MS Word, MS PowerPoint, MS Excel, Outlook, Teams and Sharepoint
- Demonstrated ability to be detail oriented and maintain a high level of accuracy
- Demonstrated ability to coach others related to computer applications and document preparation
- Demonstrated ability to work as a member of a team as well as independently
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- 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 (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date
- 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.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*