



Administrative Assistant, Spiritual Care - 1 position	Posting #: 53483
Spiritual Care	Posting Date: July 10, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: July 16, 2024
Full Time	Wade Baillie, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

An exciting and challenging opportunity presently exists for a highly motivated, self-directed and innovative professional to provide support to two leaders, the Manager, Spiritual Care and the Ethicist predominantly at St. Joseph's Hospital with support to all sites at St. Joseph's. The successful candidate will support the ongoing administrative needs for Spiritual Care and Ethics as well as supporting members of the Spiritual Care team across all sites within St Joseph's Health Care. Triaging various requests that arise each day is key to the role as well as making decisions independently in a proactive and values-based manner. Central to the role is continuously presenting as one with a high level of integrity and commitment.

#### Essential Qualifications

- Graduate of Office Administration Diploma Program
- Minimum of two (2) years of experience working in an administrative support role
- Demonstrated computer skills with an intermediate level of knowledge of Microsoft Word and Excel
- Experience working with data, spreadsheets and reports, as well as the Microsoft 365 suite.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Carries out duties with professionalism, using discretion, and maintaining confidentiality at all times
- Proven time management skills with the ability to multi-task, problem solve, meet multiple competing deadlines and changing priorities, and work under pressure
- Detail-oriented and maintains a high level of accuracy
- Uses diplomacy, tact and good judgment in decision making
- Maintains a proactive, positive and professional attitude at all times
- Highly motivated, creative thinker with good problem-solving skills
- Effective interpersonal communication, collaboration, customer service, and organizational skills
- Ability to work effectively in a team environment with frequent interruptions
- Ability to communicate and manage leader expectations based on triaging of competing priorities

#### 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.

#### 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.*