



Administrative Assistant, Treatment & Rehabilitation Program Admin - 1 position	Posting #: 54088
Treatment & Rehabilitation Program Admin	Posting Date: November 18, 2024
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: November 24, 2024
Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

The Administrative Assistant, mental health provides confidential functional administrative support to the Clinical Managers of the Parkwood Mental Health Care program. Support includes but is not limited to the collation and preparation of various program metrics, initiative tracking and reporting, organizing and scheduling onboarding/orientation activities of new employees. In addition, coordinate procurement and ordering of supplies and equipment as well as tracking utilization.

#### Essential Qualifications

- Secondary (High) School Diploma
- Two year Post Secondary Diploma in office administration
- Demonstrated intermediate level proficiency in Excel, Word and Outlook
- Two years' experience working in an administrative support role
- Previous work experience in a health care setting
- Experience using email system such as Outlook required
- Experience working with data, spreadsheets and reports
- 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

#### 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, XBB or KP.2) OR one dose of KP.2 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.*