

## JOB POSTING – TEAM ASSISTANT

**EMPLOYMENT LOCATION:** Thunder Bay

**EMPLOYMENT TYPE:** Two Casual positions

**JOB POSTING CLOSE DATE:** Friday, December 2, 2022 or until position filled

**COMPETITION NUMBER:** NW22-71

### POSITION DESCRIPTION

Under the direction of the Manager of Home and Community Care, the Team Assistant is responsible for secretarial/clerical procedures involved with patient referrals and the dissemination of information to appropriate individuals and agencies.

### QUALIFICATIONS

- Post-secondary diploma in Office Administration
- Previous clerical experience in a health care setting an asset
- Excellent keyboarding skills (accuracy essential)
- Experience with computers in a Windows environment (e.g. Microsoft Office and database programs)
- Demonstrates a commitment to personal and client safety
- Strong organizational skills and ability to manage multiple tasks within tight timelines
- Ability to work independently as well as a team member
- Thorough knowledge of basic office procedures
- Bilingual in French an asset.
- Excellent attendance is essential

### ABOUT US

Home and Community Care Support Services North West is one province's 14 Local Health Integration Networks (now operating as Home Care and Community Support Services) with a focused mandate to deliver local health care services such as home and community care and long-term care home placement.

Home and Community Care Support Services is dedicated to ensuring the ongoing delivery of local services while Ontario makes changes to improve the health care system to give patients better connected care with health care providers working toward being coordinated in Ontario Health Teams.

### TO APPLY

Please submit your cover letter and resume by email, quoting competition number above by 4:30 pm EST to Human Resources:

[nw-hr@hccontario.ca](mailto:nw-hr@hccontario.ca)

Home and Community Care Support Services is an equal opportunity employer. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

Home and Community Care Support Services values the health and safety of its employees and is committed to the prevention of COVID-19 exposure and transmission of infection to employees, patients, caregivers, volunteers, visitors and residents. As a requirement of Home and Community Care Support Services Mandatory COVID-19 Vaccination Policy, all employees must be considered fully vaccinated for COVID-19, unless approved for a medical or human rights exemption.

**DISPONIBLE EN FRANCAIS**