



## **ADMINISTRATIVE CLERK**

<b>DEPARTMENT:</b>	<b>COMMUNITY PROGRAMS</b>
<b>REPORTS TO:</b>	<b>MANAGER, MENTAL HEALTH, DEN, GAIN &amp; OTN</b>
<b>STATUS:</b>	<b>PERMANENT CASUAL</b>
<b>SHIFT:</b>	<b>DAYS</b>
<b>COMPENSATION:</b>	<b>\$24.232/hr - \$28.495/hr</b>
<b>UNION:</b>	<b>SEIU</b>
<b>AVAILABLE TO:</b>	<b>INTERNAL EMPLOYEES</b>
<b>DATE POSTED:</b>	<b>FEBRUARY 3, 2025</b>

### **POSITION DESCRIPTION:**

Functioning as an integral member of the Community Programs (CP) team, this position provides administration and program support for Community programs, including Mental Health, Diabetes Education and Geriatric Assessment and Intervention Network (GAIN).

The admin clerk is a member of a multi-disciplinary team, which provides a range of services to clients and families and to the community. The Admin Clerk is a pivotal position in the team's daily interactions with clients, families, and other service providers within and outside the organization. One of the key features of this position is the amount and nature of direct contact with clients. The Admin Clerk performs all general office duties, including but not limited to, scheduling clients for appointments or services, responding to service inquiries by means of phone, in person or email or through the EMR. All activities are carried out in accordance with relevant Policies and Procedures of the HHHS and reflect the values and principles of the HHHS.

### **SKILLS/ABILITIES:**

- Highly organized and competent in office administration
- Excellent interpersonal skills and ability to work effectively with all levels of staff, clients, and the community including physicians and their support staff.
- Proficient with Word, Excel, Outlook, Chrome and the organizations Electronic medical record systems (EMR) EPIC and AlayaCare.
- Ability to support data collection and reporting.
- Excellent organizational skills and ability to prioritize work and meet deadlines requiring quick turnaround time.
- Demonstrated ability to work with minimal direction and set priorities in a demanding multidisciplinary team.

### **QUALIFICATIONS:**

- Office Administration Diploma or similar considered an asset.
- Minimum of 2 years of office administration required preferably in a health, social service, or community mental health office environment.
- Excellent skill and experience with recording of minutes required.
- Ability to create and maintain spreadsheets, professional communications, correspondence, and reports required.
- Superior ability to be flexible and adapt to changes in daily work schedule.
- Well-developed written and verbal communication skills.
- The ability to attend work on a consistent basis is also a requirement.
- CPR/First Aid certification

### **SUBMIT RESUME TO:**

**Human Resources Job Application Box**

**or**

**E-mail: [hr@hhhs.ca](mailto:hr@hhhs.ca)**

### **PLEASE QUOTE JOB NUMBER:**

**2025-13**

### **DEADLINE:**

**February 5, 2025 @ 1600 Hrs**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.