



## JOB POSTING: Secretary, Professional Practice

<b>File #:</b> 22-303	<b>Status:</b> Temporary Full Time (up to 2.5 years)	<b>Posting Period:</b> August 4, 2022 – August 13, 2022
<b>Work Location:</b> Providence Care Hospital	<b>Employee Group:</b> OPSEU 4104 Service Clerical	<b>Wage Rate:</b> \$26.23-28.70

### Position Summary:

The Secretary acts with minimal supervision to provide quality secretarial services and administrative support to the Professional Practice portfolio with a focus on supporting Clinical Education and Student Placement coordination, while ensuring a client focused approach. In addition to broad-based clerical duties, the Secretary will prepare correspondence, reports and other documentation. The Secretary will liaise with all aspects of the organization and external stakeholders as required. The Secretary will ensure that all issues are addressed in a professional, efficient and timely manner, either directly or through referral to other appropriate individuals within the organization

Education & Experience:	Key Knowledge, Skills & Abilities:
<p>2 year Diploma in Office Administration or an equivalent combination of education and clerical support experience.</p> <p>Two years of experience providing secretarial support.</p> <p>Experience in a health care environment, preferred.</p>	<ul style="list-style-type: none"> <li>▪ Demonstrated commitment to the Mission, Vision, Values, Ethics and strategic directions of Providence Care</li> <li>▪ Demonstrated ability to create an inclusive and welcoming environment that values each individual; respects their values, preferences and unique abilities; and mitigates against the experience of stigma</li> <li>▪ Demonstrated commitment to ongoing process improvement and delivering outstanding quality and results</li> <li>▪ Demonstrated positive approach and resilience toward innovation and change, and ability to quickly adapt to evolving workplace standards of practice</li> <li>▪ Demonstrated understanding and alignment to, expectations and deliverables of the organizational, department and team goals; effective stewardship of resources</li> <li>▪ Demonstrated interpersonal, written and verbal communication skills and ability to demonstrate tact and diplomacy with diverse groups of stakeholders</li> <li>▪ Demonstrated ability to effectively work independently with proven reliability and trustworthiness</li> <li>▪ Demonstrated ability to organize and prioritize work effectively, manage a full work-load and meet deadlines in a busy environment with frequent interruptions</li> <li>▪ Demonstrated trouble shooting skills and ability to problem solve issues that may arise in carrying out the duties of this position</li> <li>▪ Demonstrated commitment to continued learning and professional growth</li> <li>▪ Demonstrated effectiveness as a team member through collaboration, respect and effective communication</li> <li>▪ Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation, promoting a physically and psychologically safe environment for everyone</li> <li>▪ Demonstrated good physical condition to meet the physical demands of the position and attend work on a regular basis</li> <li>▪ Bilingual in French and English language, preferred</li> </ul>

Please send your updated resume and cover letter in one document, quoting the file number in the subject line to: [work@providencecare.ca](mailto:work@providencecare.ca).

Contact Alana Shea Recruitment & Staffing Specialist 613.544.4900 x 53454 for a complete list of duties, responsibilities or inquiries.

We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in French.