



Kitchener Downtown Community Health Centre provides a broad range of services aimed at improving the health of individuals and the wider community. These services address the social determinants of health and include: medical care, health promotion, illness prevention and community capacity building.

Our expertise and resources are focused on working with those who experience health inequities and barriers to accessing health services. KDCHC works with the most complex client population served by primary health care professionals within Waterloo Region. Collaborating as an interdisciplinary team, we provide services and supports that address socioeconomic factors and barriers such as poverty, inadequate housing, food insecurity, substance use, language and culture, as well as stigma and social exclusion.

Our highly skilled and diverse team works from a strength-based approach with individual clients as well as the broader community. We collaborate with many partner agencies and organizations within Waterloo Region. Our team consists of Family Physicians, Nurse Practitioners, Registered Nurses, Social Workers, Dietitians, Chiropractors, Pharmacists, Psychiatrists, Health Promoters Community Health Workers, Administrative Staff and Volunteers.

We invite you to consider this opportunity to join our team and contribute to this important work.

KDCHC is currently recruiting for the following position:

Executive Assistant to the Executive Director

Regular Full-time

POSITION DESCRIPTION

The **Executive Assistant** serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Executive Assistant is an essential member of the client-centred health professional team. The Executive Assistant will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non-traditional and innovative approaches to service delivery within the broad determinants of health framework.

SUMMARY OF FUNCTIONS:

The success of the Health Centre is dependent upon cooperation amongst the Senior Leadership Team, based on the Health Centre's values of respect, open communication, and collaboration.

The major responsibilities of the Executive Assistant will be to support the Executive Director in all administrative functions.

SPECIFIC ACCOUNTABILITIES:

1. Supports the Board of Directors - assists in ensuring Board Members are informed and current on all Health Centre activities and information:
 - Takes minutes at Board of Directors' meetings;
 - Takes minutes at Board Committee meetings as assigned;
 - Compiles and posts Board material for meetings and information as required;

- Provides support for Board Members and Board Committees;
 - Prepares room/space/food for Board and Committee meetings.
2. Assists the Executive Director:
 - Serves as an ambassador for the Executive Director's office and role;
 - Promptly receives and screens incoming telephone calls for the ED;
 - Promptly screens and distributes incoming mail, responding where appropriate;
 - Provides accurate word-processing support by composing and editing a variety of documents. This includes many highly confidential correspondence, memoranda, contract and proposals;
 - Makes appointments for the ED;
 - Develops and maintains a well-organized filing system that permits easy reference and rapid retrieval of information;
 - Takes and distributes Leadership Team meeting minutes;
 - Sets agendas and compiles and distributes information for Leadership Team meetings;
 - Develops PowerPoint presentations and other communication vehicles as required;
 - Arranges travel, hotel and car reservations and prepares itinerary when required.
 3. Training
 - Supports the development and execution of Annual Staff Learning Week
 - Supports the development of the staff learning passport
 4. Plans and implements Health Centre special events and Annual Report;
 5. Other duties as assigned or assumed on personal initiative.

QUALIFICATIONS

1. Thorough knowledge of and proficiency in office administrative practices and procedures.
2. Minimum of five years' administrative experience of progressive responsibility, preferably in a human service organization.
3. Demonstrated ability to be flexible and possess excellent organization and problem-solving skills.
4. Good communication and interpersonal skills, with a demonstrated ability to work with staff to ensure an effective and efficient working environment.
5. Knowledge and proficiency in the use of personal computers and various word-processing and data base packages.
6. Undergraduate degree in a relevant discipline, College Diploma in Office Administration, or a combination of High school Diploma and several years' relevant experience.

COMPENSATION:

Salary Range: \$49,000 to \$59,000, dependent upon experience

Comprehensive benefit package, including defined benefit pension plan through HOOPP.

APPLICATION PROCESS

Please send your resume along with a cover letter that details your experience and qualifications for this position to:

Elizabeth Bader
Executive Director
Kitchener Downtown Community Health Centre
44 Francis Street South, Kitchener Ontario N2G 2A2

Email applications are requested. Send your email and attachments to: EArecruitment@kdchc.org

Application Deadline: Monday, November 26, 2018 at 9:00 am

KDCHC values the diversity of its staff and welcomes applications from people of all races, ethnicity, religions, culture, sexual orientation, gender identity and those with disabilities.

Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact noted above so that suitable arrangements can be made.

Personal information submitted will only be used for the purposes of this recruitment process.

We appreciate all expressions of interest; however only those selected for an interview