



## Vacancy – Internal/External

<b>Position Title:</b>	Administrative Assistant
<b>Current Program:</b>	Immunization
<b>Position Available:</b>	Effective Immediately
<b>Position Category:</b>	Temporary, Part-Time (up to 24 hours/week, with the potential to be up to 35 hours per week) <i>*up to 6 months</i>
<b>Reports To:</b>	Manager, Sexual Health & Immunization Programs
<b>Union:</b>	Legacy PPH – CUPE Local 4170
<b>Wage:</b>	\$24.49 - \$28.17 per hour
<b>Posting ID:</b>	25-4019-A
<b>Home Office:</b>	Peterborough

### 1. Summary of Duties:

- Provides administrative support to clinical programs and services and performs general office duties.

### 2. Minimum Qualifications and Position Requirements:

- Ontario Secondary School Graduation Diploma or equivalent.
- Demonstrated ongoing effective ability to perform the following:
  - accurately type 50 words per minute keyboarding speed;
  - use MS Office programs (Word, Outlook, Excel, Powerpoint, Sharepoint), internet and e-mail at an intermediate level;
  - quickly learn and work with custom computer programs;
  - use excellent written, oral, and interpersonal communication skills;
  - edit text for correct spelling, grammar, and punctuation at an intermediate level;
  - apply initiative, tact, diplomacy, and judgment in work related and work impacted engagements;
  - work well and collaboratively with others;
  - work productively and efficiently without the need for close supervision;
  - adapt to new, different, and/or changing requirements;
  - maintain concentration and focus for extended periods in a busy, fast-paced clinical environment with ongoing distractions and noise to successfully complete assigned tasks in a timely manner;
  - multi-task and continually organize and re-organize workload as necessary with competing priorities and demands;
  - ensure privacy and confidentiality of information including those relating to clients;
  - choose the appropriate course of action and prioritize inquiries;

- schedule appointments, clinics and events;
- provide excellent attention to detail;
- maintain up-to-date immunization according to the most recent edition of the Canadian Immunization Guide and the National Advisory Committee on Immunization; and
- Maintain up-to-date immunization according to the Ontario Publicly-Funded Immunization Schedule and/or the most recent edition of the Canadian Immunization Guide and the National Advisory Committee on Immunization as per the Peterborough Public Health policy, including being fully vaccinated with a COVID-19 vaccine series; and
- TB skin testing is required at the onset of employment and may be required as part of routine TB surveillance or follow-up of potential exposures.

### 3. Preferred Qualifications:

- Completion of a post-secondary secretarial/administrative assistant program (general or medical) or equivalent relevant experience.

### **How to Apply:**

- Apply in writing via email to: [careers@peterboroughpublichealth.ca](mailto:careers@peterboroughpublichealth.ca)
- Include your name, the position classification, and the posting ID in the email subject line:  
Example: “Jane Smith, Public Health Inspector, 24-4001-IE”
- Attach a **single file** (doc, docx, or pdf) including your cover letter and resume, which addresses the qualifications noted above.

Haliburton Kawartha Northumberland Peterborough Health Unit is committed to meeting the needs of persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Standards. Accommodation will be provided throughout the recruitment process at the request of the applicant.

The Health Unit requires all employees to provide proof of vaccination of a COVID-19 vaccine series or a valid medical exemption. Candidates selected for an interview will be asked to provide their official documentation.

Please note that only applicants to be given further consideration will be contacted for an interview.

**Posting ID:** 25-4019-A

**Applications to be received no later than:**

Monday, May 5, 2025, at 4:30 pm

**Haliburton Office**  
191 Highland Street, Unit 301  
Haliburton, ON, K0M 1S0  
1-866-888-4577

**Lindsay Office**  
108 Angeline Street South  
Lindsay, ON, K9V 3L5  
1-866-888-4577

**Peterborough Office**  
185 King Street  
Peterborough, ON, K9J 2R8  
705-743-1000

**Port Hope Office**  
200 Rose Glen Road  
Port Hope, ON, L1A 3V5  
1-866-888-4577