

Vacancy

Position Title: Administrative Assistant (2)
Current Program: Reception
Position Available: ASAP
Position Category: Permanent, Casual (no guarantee of hours)
Reports To: Manager, Human Resources
Union: CUPE (Local 1602 – Legacy HKPR)
Wage: \$55,041 - \$60,420 annually
 \$30.24 - \$33.20 per hour
Office(s): Port Hope, Lindsay or Haliburton
Posting ID: 25-7057-B

Position Summary:

The Administrative Assistant will be an integral member of program team as assigned. Will assist program staff with the organization and administration of program activities and provide administrative support in an efficient and courteous manner, ensuring confidentiality at all times.

Duties and Responsibilities will include:

Administration and Human Resources

May be responsible for any of the following:

- Assisting with preparation, formatting and maintenance of written documents e.g. reports, correspondence, minutes, forms
- Photocopying as requested
- Preparing materials for mailing, distribution, pick-up and/or courier (e.g. compilation of kits, packages, mail-outs)
- Processing in-coming and out-going mail/ correspondence
- Organizing and maintaining paper and electronic files of assigned program staff to ensure efficient retrieval
- Maintaining a calendar of the schedule and whereabouts of assigned program staff and advising as appropriate e.g. reception
- Assisting program staff in ensuring division and Health Unit forms are completed in a timely fashion
- Entering computer data, preparing and delivering computer reports and maintaining statistics for various programs
- Maintaining a current summary of duties
- Maintaining divisional policy and procedure manual
- Performing reception desk duties
- Works in accordance with the National Standard of Canada for Psychological Health and Safety in the Workplace
- Consults with the Chief Nursing Officer on matters related to professional practice

Haliburton

Box 570
191 Highland Street, Unit 301
Haliburton, ON K0M 1S0

Lindsay

108 Angeline Street South
Lindsay, ON K9V 3L5

Peterborough

Jackson Square
185 King Street, Box 301
Peterborough, ON K9J 2R8

Port Hope

200 Rose Glen Road
Port Hope, ON L1A 3V6

Professional

- Maintains professional competency by attendance at appropriate workshops/seminars and/or private study
- Liaises with other agencies and the public as outlined in Health Unit policies, and as required to support program staff
- Fosters/maintains effective internal and external public relations, and responds to requests in a courteous and timely manner

Financial

- Uses time, physical facilities, supplies equipment and other resources appropriately and effectively
- Maintain and update departmental expense sheet
- May be responsible for any of the following:
 - Collecting fees, and issuing receipts
 - Maintaining and reconciling petty cash
 - Preparing reports that reconcile grants/budgets with expenditures for review by director (e.g. spreadsheets, cash flow reports)

Program

May be responsible for any of the following:

- Arranging the loan of assigned program(s) resources to external organizations and other Health Unit divisions and ensuring their timely and complete return
- Maintaining program materials/resources in neat and organized manner
- Ensuring adequate supply of current program resources, ordering (for purchase, production or printing) when required, and ensuring materials received are correct as requested
- Assisting with the preparation and maintenance of a program inventory of resources and materials
- Assisting with display/information board set-up and dismantling
- Co-ordinating functions, including assisting with booking of rooms and A/V equipment, and room set-up and refreshments as appropriate for internal and external program meetings
- Taking registration for program events
- Scheduling appointments/meetings
- Assisting with implementation of program activities and events as necessary (may involve some evening and weekend work)
- Compiling and maintaining appropriately formatted key contact lists, distribution/ mailing lists and partner information for staff in shared directories, e.g. coalitions, community groups
- Participating when needed in staff/program meetings for purpose of assisting in planning, evaluation and problem-solving around administration of assigned programs
- Developing a working knowledge of different program areas and projects in which staff are involved

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- Anticipating needs of program staff, being pro-active in offering assistance
- Providing support to working groups and committees when requested by program staff
- Maintaining the division library electronic database and library resource
- Posting division updates to the Health Unit intranet and website and updates to other websites as requested
- Participates in the implementation of the emergency preparedness and response plan as assigned, including supporting clinics as needed
- Complies with the Provincial Infectious Diseases Advisory Committee's relevant best practice documents.
- Participates in continuous quality improvement initiatives as assigned.
- Inputting division time tracking including compensating time and overtime, and preparing reports as required for division director
- Verifying totals of staff travel claims before passing on to director/supervisor for approval
- Assisting in the completion of all administrative forms and making/maintaining copies as appropriate (e.g. requisitions, statement of time, authorization for professional development, expense claims, communications - A/V services requests, etc.)
- Maintain and update excel sheet to track departmental policies

Physical

- Does frequent light and occasional moderate physical work with frequent long periods of visual and/or auditory concentration

Other

- If assigned to an office with other program assistants, provides back-up for administrative staff upon request e.g. reception
- If assigned to an office as sole program assistant, identifies and brings to the attention of the Director, Corporate Services issues related to facilities e.g. items requiring maintenance/repair
- Assumes other duties that may be assigned from time to time
- Detects and works towards eliminating health hazards in all assigned areas
- Exercises initiative within established guidelines, and refers all unusual problems to the Director

Qualifications:**1. Education**

- Ontario Secondary School Graduation Diploma with post-secondary education and/or business experience

2. Experience

- Excellent interpersonal, oral and written communication skills, with attention to detail
- Superior organizational skills, with the ability to prioritize work and to meet deadlines

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- Good problem solving and analytical skills
- Pro-active, flexible and positive attitude
- Ability to work independently and as part of a team
- Proficiency with Microsoft Office Suite
- Internet and e-mail, and digital switchboard telephone system
- Ability and willingness to learn new software as required

3. Other

- Valid Ontario driver's license and access to a vehicle
- Current and satisfactory Criminal Records Check and Vulnerable Sector Check
- Proof of immunizations required by HKPRDHU
- Satisfactory completion of probationary period (6 months)

How to Apply:

- Apply in writing via email to: jobs@hkpr.on.ca.
- Include your name, the position classification, and the posting ID in the email subject line.
Example: "**Jane Smith, Safe Water & Vector-Borne Disease Student, 25-6008-B**"
- Attach a single file (doc, docx, or pdf), including your cover letter and resume, which add 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.

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

Posting ID: 25-7057-B

Applications to be received no later than: Tuesday, October 14, 2025 at 4:30 pm

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