

Pathways Health Centre for Children, Sarnia



Pathways Health Centre for Children is a family-centred community agency serving children and youth with physical, developmental and communication needs and their families as well as adults for selected specialized services in Lambton County. The Centre provides a full range of family-centred rehabilitation and support services. Aquatic programs in our therapeutic pool are open to people of all ages and abilities in the community. There is also an integrated childcare service (C.A.C.H.É.) on site.

We are currently recruiting for:

Program Assistant – Community Based Rehabilitation Services (up to 1 year FT contract)

Under the direction of the applicable Director/Supervisor, the Program Assistant will provide support to the functioning of clinical or community services and related systems including but not limited to geographically based clinical staff, school-based rehabilitation services, supervisors, service coordinators, coordinated service planning and the Director of Clinical Services or the Director of Community Services. This position will also perform reception duties on a regular basis.

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- Two-year community college diploma or equivalent in Office Management or Administrative or Secretarial studies, or an equivalent course
- Minimum of three years Administrative Assistant experience in a health care setting
- Strong computer skills including proficiency with the Microsoft Office Suite as well as electronic health record (EHR) data entry
- Familiarity with uploading or scanning of written documents into EHR
- Self-motivated, strong organizational and written communication skills
- Ability to prioritize and accomplish multiple tasks
- Demonstrated attention and accuracy with detailed work
- Strong communication and customer service skills
- Proven ability to work in a team environment

STARTING SALARY: \$18.55/hour

The successful candidate must be available to work flexible hours, must have a valid Ontario driver's license and maintain adequate liability insurance or must have ongoing access to a vehicle and driver for Pathways business. A Police Vulnerable Sector Check is required.

Pathways Health Centre for Children strives for inclusivity and representative hiring practices to respond to the communities we serve. The agency welcomes applications from visible minorities, Indigenous persons, persons with disabilities, immigrants/refugees, persons of any sexual orientation, and persons of any gender identity or gender expression. Pathways is committed to employment equity and diversity in the workplace.

Accommodations are available for applicants with disabilities throughout the recruitment process.

Interested applicants are requested to email their resume and cover letter **by 4:30 pm Friday, November 30, 2022.**

HR@pathwayscentre.org

Thank you in advance for your interest; only those selected for an interview will be contacted.