

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 (12-month contract – 21 hours per week)

Under the direction of a Supervisor of Clinical Services, the Program Assistant will provide administrative support to the functioning of clinical services and systems for clients of Pathways Health Centre for Children, in Community Based Rehabilitation Services, School Based Rehabilitation Services and the local Indigenous communities. This position will also support the Director of Clinical Services as well as perform reception duties on a regular basis.

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- Required education level is completion of secondary school (grade 12) and graduation from a two year community college program (diploma) in Office Management or Administrative or related field of study
- Administrative assistant experience in a health care setting preferred
- Strong computer skills including proficiency with the Microsoft Office Suite as well as electronic health record (EHR) data entry an asset
- Familiarity with uploading or scanning of written documents into EHR
- Self-motivated, strong organizational and written communication skills

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 and proof of applicable immunizations including the COVID-19 vaccination are also 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 April 24, 2024.**

HR@pathwayscentre.org

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