

JOB OPPORTUNITY

Program Assistant

Posting Date:	September 23, 2024	Closing Date:	October 11, 2024
Location:	Kirkland Lake	Position Type:	Full-Time, Temporary to Feb 28, 2026
Salary Range:	\$49,398 - \$54,998	Expected Hours:	35 hrs / Week

POSITION SUMMARY:

The Timiskaming Health Unit seeks an independent, motivated, bilingual individual dedicated to providing excellence in client service and administrative/reception support at our Kirkland Lake sub-office.

JOB RESPONSIBILITIES:

- Answer telephone calls, greet clients, respond to general inquiries and redirect as appropriate;
- Schedule appointments, create and maintain up-to-date client information in electronic medical record systems (OSCAR, Panorama);
- Provide administrative duties to various programs and support and work collaboratively with multidisciplinary professionals;
- Collect client payments where applicable and submit to Accounting Services;
- Performs all other related duties as requested.

QUALIFICATIONS:

- Minimum 1-year post-secondary training in secretarial arts or a minimum 3 years of experience in a related field;
- Experience providing excellence in client service;
- Computer literacy in a Windows/Microsoft environment;
- Experience with electronic medical records, considered an asset;
- Excellent verbal and written communications skills;
- Ability to work with minimal supervision;
- Required to comply with the Health Unit's immunization policies, which requires vaccination against COVID-19 unless valid medical exemption is provided;
- Fluency in both official languages is essential.

HOW TO APPLY:

Only those candidates selected for interviews will be contacted.

Please apply to: humanresources@timiskaminghu.com

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