



Lanark County Mental Health

Listening To Understand

Position: Administrative Assistant

Reports to: Executive Director

Job Status: Temporary Full Time (up to 6 months)

Union: Non-Union

Location: Smiths Falls

Closing Date: June 1st, 2022

Salary: \$27.589 - \$30.144

JOB SUMMARY:

Lanark County Mental Health (LCMH), sponsored by the Perth and Smiths Falls District Hospital, serves as the lead community-based mental health agency responding to Lanark County adults and transitional aged youth. We believe in client centered approach to support the individual in a recovery model to promote optimal health and well-being.

This position performs a wide variety of administrative support services, ranging from complex to routine, all of which contribute to the efficient and professional operation of the Office of the Director. This position is expected to have a genuine appreciation for and understanding of confidentiality, protocol, discretion and professionalism, is able to accept and assume responsibility, and have the ability to interpret and make decisions in accordance with prescribed procedures and practices of the program.

The position is accountable for establishing work priorities and for organizing and delegating tasks to ensure that work is completed and deadlines are met.

DUTIES AND RESPONSIBILITIES:

1. Administrative Support to Director

- Co-ordinates the management of the office of the Director
- Ensures confidentiality of all information at all times
- Types, formats, copies, distributes, files and retrieves correspondence, reports and documents of a routine or confidential nature for the Director.
- During the absence of the Director uses initiative and judgement to see that matters requiring attention are referred to delegated authority and appropriately handled in a timely manner
- Monitor and process financial and personnel reports
- Recommend Program Policies & Procedures as required

- Other special projects as required

2. Manage Office and Support Personnel Operations

- Negotiate contracts and service level agreements for third party suppliers and/or service providers
- Manage janitorial, cleaning, repair, and maintenance service provider contracts and service level agreements
- Coordinate support staff assignments and scheduling
- Manage and develop information technology systems and resources
- Act as Facilitator linking support staff to administrative key responsibilities
- Act as Video Conferencing Coordinator to booking of room and registering events through OTN
- Coding of all invoices received for payment
- Entering and signing of all staff time sheets into the Meditech Nursing Schedule
- Maintains records regarding vacation and leaves for staff

3. Recording Secretary for Community Advisory Board

- Attends meetings of the Board and records, transcribes, types and distributes minutes to Board members
- Maintain formal minute book
- Coordinates the logistics of all Board meetings: room bookings, catering, A/V requirements, teleconferencing needs, etc.

THE POSITION ENTAILS:

Capacity to provide advanced secretarial and managerial functions at a senior staff level.

Personnel and office management expertise with the ability to work with minimum supervision, frequent interruptions and comfortable managing a diverse workload.

Experience with and capacity for appropriate office technologies including but not limited to: Extensive knowledge of Windows, Microsoft Word, Excel, PowerPoint, Client Record Management System, knowledge of database functions, Internet, etc. Increase knowledge base as software/equipment is updated with the newest technologies.

Maintain confidentiality of all relevant material.

QUALIFICATIONS:

- Completion of a two-year office administration/secretarial diploma or equivalent combination of education and experience.
- Experience in a variety of office support functions.
- Experience in personnel and office management.
- Comprehensive knowledge of office technologies and their applications.



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PREVIOUS EXPERIENCE REQUIREMENTS:

Minimum of 5 years administrative or secretarial experience in the Health Care Sector.

Applicants are to be emailed to HR@psfdh.on.ca before 4:00 pm on the closing date.