

Every Child and Youth living life at their full potential.

At Grandview Children's Centre, we provide a range of multidisciplinary outpatient treatment services and supports to children and youth with special needs and their families. We are dedicated to inspiring possibilities, fostering development, growth and personal achievement for the children and youth, their families and for our staff members. Our team-oriented approach supports our staff to collaborate, share ideas, and work with a variety of professional disciplines in a stimulating environment with an exceptional variety of opportunities in the field of paediatric rehabilitation.

If you are looking for a position that offers personal and professional rewards and makes a real difference and impacts the lives of others, then Grandview Children's Centre is the place for you! We are now accepting applications for the following position.

Clinical Services Administrative Assistant (Regular Full-time)

- *37.5 hours / week*
- *Commencing February 2019*

Under the general direction of the Director of Clinical Services (DOCS), the Clinical Services Administrative Assistant uses their knowledge and experience to carry out a wide range of administrative and support functions for the DOCS; maintains communication with all other staff members; supports Centre efforts in Quality Improvement Program (QIP) activities as required; participates in education, orientation and public relations as required; maintains a safe work environment; project management; performs other related duties as assigned.

Specific responsibilities include but are not limited to:

- maintains awareness of DOCS's and Clinical Services' calendar/commitments (schedule meetings, arrange appointments, coordinate set-up activities) ;
- recording secretary for DOCS and Clinical staff meetings, committees, working groups as required; tracks workflow, schedules, projects and committee decisions;
- coordinates and completes projects as assigned by the DOCS;
- screens/responds to telephone and in-person inquiries from a variety of internal and external sources ;
- consistently communicates with all Centre staff, clients and families, and representatives of outside organizations in a positive, professional manner;
- manages communications (mail, e-mail, calls) for DOCS during her absence and co-ordinates and oversees committee mailings including meeting materials, correspondence and orientation materials
- provides back-up reception and operations support when needed and appropriately directs incoming calls for the Centre;
- Other tasks as may be assigned

You have:

- College diploma or University degree in business or related field is preferred
- Post-secondary education with a focus on Secretarial/Business
- At least five years' experience in a progressively responsible position as an Senior Administrative Assistant
- Extensive experience in a Windows environment, in particular Word, PowerPoint, Excel, Access Outlook and knowledge of Visio is a definite asset
- Knowledge of correct minute taking procedure with typing speed of 60 wpm
- Exceptional interpersonal and public relations skills to relate to representatives of outside organizations and all levels of staff and to establish and maintain effective work relationships
- Other relevant business/computer courses

You have a minimum of 5 years relevant experience with the ability to remain calm and work effectively in a fast-paced environment and meet deadlines. You are able to organize, and prioritize a high volume of tasks. You possess superior written, editorial and verbal communication skills to quickly and accurately draft and proofread complex documents.

Please forward your resume, specifying **“Clinical Services Administrative Assistant (# 19.07)”** by February 8th, 2019 in subject line to:

Human Resources Manager
Grandview Children's Centre
600 Townline Road South
Oshawa, ON, L1H 7K6

Email: careers@grandviewkids.ca

Grandview is committed to inclusive and accessible employment practices. Should an applicant require accommodation during any stage in the recruitment process, please contact Human Resources.

We thank all applicants; however only those selected for an interview will be contacted.