



**Out of Scope
ADMINISTRATIVE COORDINATOR
Permanent 0.8 - 1.0 FTE**

Under the direction and supervision of the Director of Human Resources, the Administrative Coordinator will provide advanced coordination and confidential administrative support for Human Resources, Member and Public Relations, Nursing, and other departments as assigned.

SPECIFIC ACCOUNTABILITIES

- Provide administrative support for the Human Resources Department, including, but not limited to:
 - Creating and maintaining onboarding packages.
 - Posting job positions internally and externally on multiple websites, arranging interviews, checking references, and assisting in on-boarding of new employees.
 - Maintaining personnel and volunteer status records and files, including updating employee training records and related records.
 - Preparation of mailing to various employee groups as required, including tracking of referrals to the Assist program.
 - Data entry into Electronic Medical Record, task assignment, and special scheduling relating to medical group providers 24/7 schedules including on-call assignment.
 - Recording, maintaining, and reporting, of Staff Development Fund.
 - Updating and distributing employee directory.
 - Compile, collate and summarize data as required.
- Provide administrative support for Member and Public Relations Department, including, but not limited to:
 - Preparing and distributing emails and postage mailings.
 - Supporting the CHSA Board of Directors Values Committee and Nominating Committee.
 - Stocking and maintaining inventory of publications, office supplies.
 - Processing, recording, and filing photos, consent forms, and related records.
 - Updating, and maintaining CHSA membership database including processing contact information changes, generating reports, monthly mailings, recording SCC Foundation donations, etc.
 - Generating reports, lists, labels, and statistics from various databases, spreadsheets, etc.
 - Proofreading documents as required.
- General administrative responsibilities will include:
 - Providing logistical and coordination support for meetings, orientation sessions, educational programs, staff training and other events.
 - Scheduling meetings for internal and external committees, attending meetings and preparing timely minutes for distribution and filing.
 - Assisting with the scheduling needs of a department.
 - Operating and ensuring the preventative and regular maintenance of a variety of office equipment.
 - Receiving, processing, and distributing survey data.
 - Typing, filing, photocopying, proof-reading, and scanning of documents.
 - Receiving visitors meeting with department directors.
 - Templating, typing of Standard Operating Procedures relating to all departments.
 - Providing support for daily assignments as required.
 - Coordinating training opportunities.

- Coordinating Clinic merchandise orders and sources supplies.

QUALIFICATIONS AND EXPERIENCE:

- Office Administration Certificate.
- 3 years diversified office experience.
- Medical Terminology is an asset.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work independently and able to determine priorities while performing a variety of different responsibilities with conflicting deadlines in a fast-paced environment;
- Ability to deal discreetly with and maintain strict confidentiality of confidential information;
- Advanced word processing and advanced spreadsheet skills, data base and graphic programs;
- Advanced ability to operate a range of office equipment, in a computerized environment;
- Advanced keyboarding skills;
- Ability to be self-directed and to work with minimal direction and supervision;
- Ability to work co-operatively and effectively as a member of multi-disciplinary team;
- Ability to prioritize workloads associated with several departments;
- Available to work flexible hours including occasional evening and weekends;
- Ability to deal courteously and tactfully with others, including good judgment with regard to people's needs and referring clients and others to the appropriate director or manager;
- Ability to work efficiently in a high-volume, multitasking environment with changing assignments and numerous interruptions;
- Ability to understand and execute oral and written instructions;
- Ability to communicate clearly, orally and in writing;
- Reasonable and reliable;
- Excellent organizational, analytical, and problem-solving ability required;
- Ability to adapt to changing assignments and apply time management appropriately;
- Knowledge of, and compatibility with, the philosophy and policies of the Community Health Services Association.

Salary: As per SAHO's OOS Compensation Plan 2022

Hours: Permanent 0.8 - 1.0 FTE

Reports to: Director of Human Resources

We are committed to employment equity and welcome applications from all qualified candidates. People of Indigenous ancestry, people with disabilities, and/or visible minorities are invited to identify themselves as members of these designated groups when they apply.

Apply with resume by June 19, 2024 to: Coreen Usselman, Director of Human Resources
455 2nd Avenue North
Saskatoon, SK S7K 2C2
Email: jobs@communityclinic.ca