



## INTERNAL & EXTERNAL JOB POSTING

**POSITION:** **Administrative Assistant, Clinical Programs –  
6 month contract – 20 hours per week**

**POSITION DESCRIPTION:** Founded in 1988, Casey House is the first free-standing HIV/AIDS hospice in Canada. A unique, compassionate model of care has been evolving since that time, allowing Casey House, a specialty hospital with community planning, to deliver on its mission to “provide exemplary treatment, support and palliative care for people affected by HIV/AIDS.”

The Administrative Assistant, Clinical Programs is a unique position within Casey House which will require the successful candidate to perform and manage a range of opportunities and assignments which engage their skills in health / social service administration. The Assistant for Clinical Programs is responsible for administrative and clerical support for the Residential and Community Programs and the Education Department. The role will focus on clerical duties which include support for educational in-services, registration and tracking for educational events and conferences

### **RESPONSIBILITIES INCLUDE:**

1. Designing, developing and managing an access data base system
2. Competent minute taking skills, supporting committee work and developing systems to support the ongoing reporting requirements of Residential and Community Programs and Education Department
3. Ability to manage changes in priorities, and to work under demanding timelines
4. Working effectively with multiple stakeholders and competing demands
5. Ability to manage changes in priorities, work under demanding timelines and meet deadlines

### **QUALIFICATIONS:**

1. A minimum of a two-year college diploma in Administrative studies or equivalent
2. Minimum of two years administrative experience, preferably in a health care / social service or not for profit sector environment
3. Previous work experience which demonstrates a motivated self starter with the ability to work collaboratively and independently
4. Proven excellence in Word, Excel, Power Point, Outlook and Access
5. Experience in event planning, organizing speakers, audio visual equipment management etc
6. Proven superb organizational skills
7. Superb interpersonal and communication skills. A combination of exemplary customer service skills, flexibility, discretion, energy, sound judgment, tact and a sense of humour is required

### **OTHER INFORMATION:**

This part-time position is part of the OPSEU bargaining unit.

In addition to meeting qualifications, applicants will be evaluated according to performance, attendance and seniority. Learning goals to promote ongoing professional development are required.

The position reports to the Clinical Manager. Hours of work are flexible but will primarily be Monday to Friday for approximately 20 hours. On occasion, early evening work may be necessary to support committees.

**POSTING DATE:** December 22, 2011

**CLOSING DATE:** January 31, 2012

Casey House is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their application by 4 pm January 31, 2012 to:

**Kathryn van der Horden  
Clinical Manager**

Email: [kvanderhorden@caseyhouse.on.ca](mailto:kvanderhorden@caseyhouse.on.ca)