



**INTERNAL/EXTERNAL
JOB POSTING**

**Bilingual, Administrative Assistant - Diabetes Central Ottawa (DCO) (0.6FTE)
Bilingual, General Reception (GR) – (0.2FTE)
Champlain Region – Centretown Community Health Centre (CCHC)
Fixed term part-time contract of 10 months (4 days/week)**

The bilingual Intake Administrator & Administrative Assistant is responsible for conducting initial review of referrals to Diabetes Central; interacting with clients, diabetes and lung health education programs or healthcare professionals by phone or email; tracking client status; conduct basic analysis of trends; provide administrative support to the Program Manager, Regional Diabetes Programs and Patient Navigator; general office duties and management.

The General Receptionist answers and directs phone calls and greets clients and visitors to CCHC. The General Receptionist responds to enquiries from the public concerning services both at CCHC and in the local community.

Essential Requirements:

- High School graduation diploma
- Secretarial diploma or equivalent training and experience, including an ability to compose simple business letters
- Minimum two years working as administrative support in health or social services fields
- Minimum 2 years' experience as a receptionist of large multi-disciplinary staff.
- Experience working with a community-based health/social service agency.
- Direct client contact, in health or social services fields, or other working environments
- Excellent listening, written, and verbal skills in French and English
- Proficient with Windows operating system and the MS suite of products, especially Outlook, Word, and Excel
- Able to operate with confidence and excellent judgement in a self-directed manner, comfort with new and evolving processes, strong problem identification and resolution skills
- Excellent interpersonal and organizational skills

Desirable:

- Experience working with a community-based social service agency
- Experience working with programs serving high risk or high-needs populations
- Knowledge of community resources in the Ottawa area

Language Designation

English, written and spoken

French, written and spoken

Start date: As soon as possible (0.8FTE / 4 days/week) (Fixed term part-time contract 10 months)

Hourly rate: AA: \$20.189/hour to \$24.324/hour

GR: \$18.097/hour to \$21.804/hour

Pension: Healthcare of Ontario Pension Plan (HOOPP)

How to “express an interest” for this opportunity:

Submit your letter of interest along with your résumé on or before **May 18, 2018 by 11:59pm** to

jobs@centretownchc.org.

Please note the following:

- The subject line of your email should read “Term PT – Bilingual, Administrative Assistant (DCO) / General Receptionist”
- The file name for your resume should read:“(last name)_(first name)_ Resume
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter

We thank all applicants but regret that we can only contact those to be invited to an interview.

Candidates with a disability requiring accommodation during the application and/or the interview process should contact us at jobs@centretownchc.org so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such all applicants are welcome.