



... is a neighbourhood based organization that operates a Community Health Centre in Cambridge, Ontario.

Administrative Assistant, Diabetes Education Program (Full time, Permanent)

Qualifications:

- minimum of grade 12 education, post-secondary education in business or office administration an asset
- one to three years of related administrative experience, preferably in the non-profit or healthcare sector
- proficiency in the use of computers and software applications
- excellent written and verbal communication and;
- well-developed time management skills
- excellent organizational, interpersonal problem solving skills
- excellent verbal and written communication skills
- ability to multitask, set priorities and organize own work, meetings, etc.
- timely and accurate work, attention to detail
- ability to work one evening per week

Position Duties

- Provide administrative support to the Manager, Chronic Disease and Prevention and the Waterloo Region Community Diabetes Program.
- Organize meetings, including: collection of agenda items; follow up on action items; preparation and distribution of agenda packages; recording, production and distribution of minutes in a timely fashion.
- Co-ordinate calendars for meetings and presentations, book venues and organize logistics;
- Prepare and/or compile reports as required including MOHLTC/LHIN statistical reports
- Coordinate the collection and data entry of program statistics across all sites and train/support staff regarding this as needed
- Provide basic IT support to Langs DEP staff including EMR keeping, encountering etc.
- Develop correspondence and marketing tools to promote the program and its offerings
- Research and assist with the logistics involved with developing, implementing and evaluating new DEP initiatives and programming
- Perform reception, clerical and administrative support duties including answering the telephone, greeting visitors and screening telephone calls
- Process hard copy and electronic referrals efficiently and accurately
- Booking appointments, checking in patients and participants, manages the provider scheduling system on a day to day basis
- Enters data into the EMR
- Contacts referring sources or labs for relevant outstanding patient chart information
- Operates and maintains document management and distribution systems

Candidates for this position will have: excellent problem solving skills; excellent organizational communication, interpersonal and time management skills; proficient in the use of computers and software applications.

Candidates are required to submit detailed cover letter along with their resume
by October 25, 2019 to:

Langs, 1145 Concession Road, Cambridge, Ontario, N3H 4L5
Email: hr@langs.org or fax (519) 653-1285

Langs is an equal opportunity employer. Job applicants requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.