

**File #:** MHS #11-065

**Employee Group:** OPSEU #431

**Work Location:** Geriatric Psychiatry Specialty Outreach Team, Hastings/Prince Edward Counties

**Vacant Position:** **Secretary**

**Wage:** \$22.64/hr - \$24.79/hr

**Status:** Temporary Part Time (up to 6 months)

**Posting Period:** OPEN

**Please direct inquiries to:**  
Katie Belisle, Recruitment & Staffing Specialist, (613) 548-7222 x 2150

Apply in writing quoting file MHS #11-065 in the subject line to:  
[work@providencecare.ca](mailto:work@providencecare.ca)  
or send fax to: (613) 544-6036

All applicants are required to include an up-to-date resume outlining how their qualifications match position requirements.

All new hires to Providence Care must complete the Criminal Information Request/Vulnerable Sector Screen through your local Police Station. The cost is the responsibility of the applicant and this Criminal Information Request/Vulnerable Sector Screen must be successfully completed prior to the commencement of employment with Providence Care.

*For a complete list of duties and qualifications, please obtain a job description from Recruitment & Staffing.*

### Job Summary:

Reporting to the Team Manager, the Secretary, Geriatric Psychiatry Specialty Outreach Team provides secretarial and related office services for the team manager, psychiatrists and other team members; acts as a resource person for clients and families; and in collaboration with the team manager, ensures the smooth operation of the team.

### Qualifications:

- Post secondary education in office administration or related field or equivalent combination of relevant education and experience
- Completion of a 2 year Office Administration Diploma preferred
- At minimum, 2 years recent office/administrative experience, preferably in a health care setting
- Demonstrated good judgment, tact, discretion when dealing with the public and clients
- Respect of confidentiality issues
- Demonstrated knowledge of medical terminology, spelling and English grammar
- Sound knowledge of computers and software, office methods and procedures.
- Knowledge of procedures for handling patient records.
- Knowledge of security and safety procedures.
- Knowledge of relevant sections of governing legislation (i.e Mental Health Act)
- General knowledge of local community resources for the team's target population.
- Proficiency in computer (PC) operation for the purpose of inputting and retrieving data and generating reports with speed and accuracy. Ability to use word processing, presentation, spreadsheet and data base computer software in order to produce various reports, charts, letters, forms, presentations etc.
- Demonstrated ability to utilize e-mail and electronic calendars
- Strong organizational and interpersonal skills; ability to prioritize
- Ability to effectively communicate both orally and in writing
- Ability to work with limited supervision in carrying out instructions and clerical procedures
- Ability to compose correspondence
- Ability to work effectively with a variety of team members and community partners in supporting capacity enhancement initiatives
- Ability to work accurately with figures and clerical details
- Excellent critical reasoning, problem-solving skills, and professionalism
- Ability to work in a very busy clinical office environment, balancing competing demands within short timeframes
- Valid Driver's Licence with access to a reliable motor vehicle

### Working Conditions:

- Possible exposure to client aggressive/defensive/agitated/disruptive verbal and/or physical behaviours
- Frequent Interruptions in the work environment
- Extended periods of time sitting, viewing a computer monitor and keyboarding
- Minimal local travel involved