



Executive Assistant

Vice President – Patient Care and Chief Nursing Executive Full time

Primary Duties

- Effectively organizes, prioritizes and co-ordinates workflow of all departments within the portfolio of the Vice President – Patient Care and Chief Nursing Executive.
- Administrative support for the Chief of Staff
- Organizes, schedules and coordinates committee and day to day operational meetings. Requisitions for catering and arranges for equipment and other materials as required.
- Prepares agendas for multiple committees, MAC, Leadership, departmental, union and ad hoc meetings.
- Records, transcribes and distributes minutes of the meetings and processes work resulting from same.
- Co-ordinates and prepares material for all external commitments/meetings of the VP – Patient Care and processes work resulting from attendance at same.
- Functions independently in the absence of the VP – Patient Care, and uses initiative and judgement to ensure matters requiring attention are referred to the delegated authority.
- Drafts and/or types correspondence, forms, reports and other material as required
- Monitors and maintains policy and procedure manuals with related activities for patient care departments.
- Creates, modifies and deactivates individual PTAC and Criticall accounts for staff as required.
- Assists the VP – Patient Care in work associated with special projects – i.e. compiling information and statistical data, organizing, typing, editing, copying and distributing.
- Answers telephone, screens calls, monitors emails and when required, directs inquiries and/or complaints to the appropriate manager/ supervisor ensuring accurate interpretation and transcription of information.
- Establishes and maintains harmonious working relationships with leadership, peers and staff.
- Receives and assists visitors and staff coming to the Office of the VP – Patient Care.
- Schedules appointments and maintains a calendar for the VP – Patient Care.
- Makes reservations and travel arrangements for conferences and business commitments.
- Requisitions and orders supplies and equipment for the office.
- Assists with onboarding and orientation of leadership and physicians.
- Maintains records of incident reports and compiles data for various committees.
- Maintains personnel time cards and submits payroll time sheets for approval, related to the programs within the VP – Patient Care portfolio.
- Compiles various documents related to the program for submission to Ontario Health and Ministry of Health.

Education & Experience

- Secondary School Graduation Diploma (academic).
- Post Secondary degree/diploma in Office Administration or equivalent.
- Three to five years administrative experience -- preferably in a health care setting and reporting to management/administration during this experience.

Skills & Abilities

- Demonstrates efficient office organizational skills exhibiting initiative and self-direction with a high level of commitment to work and employer.
- Demonstrates excellent composition skills in developing reports, minutes, correspondence, forms, etc.
- Demonstrates exceptional communication and interpersonal skills with the ability to relate well to superiors, co-workers and consumers.
- Excellent organizational and time management skills to prioritize duties.
- Ability to work accurately and efficiently in a fast-paced environment.
- Demonstrates the ability to work independently or in a group as a team member.
- Demonstrates a knowledge of and practices ethical behaviours and confidentiality.
- Typing/Word processing competency of at least 75 words per minute.
- Demonstrates competency in additional office equipment/technology required in the position.
- Advanced computer skills; knowledge of Microsoft Office (especially Word and Excel) required.
- Demonstrates a record of good attendance and punctuality at work.
- Demonstrates professionalism and integrity.
- Contributes to program by performing related tasks as required.
- Demonstrated ability to foster an inclusive workplace culture that values diversity and promotes equity and belonging



CAMPBELLFORD

MEMORIAL HOSPITAL

COMPASSION LEARNING & INNOVATION EXCELLENCE ACCOUNTABILITY RESPECT

How to Apply:

Email your resume and cover letter to careers@cmh.ca with the job title and competition number **N24-23** in the subject line. Due to a high volume of applicants, only those selected for an interview will be contacted.

Our Hospital:

Campbellford Memorial Hospital is looking for compassionate and innovative individuals to join our team. At CMH we have a 38 bed Acute Care In-Patient Unit, a Special Care Unit, Endoscopy Surgical Suite, Radiology Department, Lab, Mental Health Clinic, Geriatric Assessment and Intervention Network, numerous Out-Patient Clinics and a fully equipped 24/7 Emergency Department. We serve approximately 40,000 Northumberland, Peterborough and Hastings County residents, as well as a large seasonal population of cottagers and tourists. Apply today to become part of our incredible team of warm and caring professionals.

Our Community:

Campbellford is a small, picturesque town in the heart of the municipality of Trent Hills. Living in Trent Hills will bring you closer to nature, offering an outdoor lifestyle with close proximity to the Trent Severn Waterway, Ferris Provincial Park, and a wealth of trails for ATVs and snowmobiles.

We thank all applicants for their interest in Campbellford Memorial Hospital. In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
