

## Job Title: Assistant to the Nursing and Medical Directors

### Job Summary

Reporting to the Director, Clinical Services, and working as part of an interdisciplinary team, the Assistant fulfills a variety of clerical and administrative duties related to the operation of a Clinical Health Care environment. The Assistant provides office and administrative support including meeting coordination and support, electronic and paper-based document creation, file management, equipment and supply management, scheduling, provider billing, and financial data entry. Performs other related duties as assigned or required.

### Specific Responsibilities:

- General administrative oversight, coordination and scheduling for the Clinical and Medical Directors
- Office organization: creation and maintenance of systems including filing, coding, supplies, equipment, etc.
- Assist staff with office technology and software
- Sourcing and procuring of office supplies
- Meeting coordination and support: booking, refreshments, agendas, minutes, preparing meeting materials and equipment set-up, etc.
- Create documents, reports, clinical forms and correspondence
- Clinical Department and interdepartmental communication, coordination and support
- Organize and maintain professional graphics presentations for both internal and external use
- Liaising with other Victoria Hospice and Vancouver Island Health Authority departments and services to ensure activities/processes are efficient, cost effective and inclusive
- Manage and maintain electronic calendars
- Initiate travel arrangements and oversee expenditures
- Take accurate minutes and provide committee support
- Oversee scheduling and orientation materials for nursing and other learners
- Sourcing and procuring of clinical supplies
- Act as first contact for clinical complaints

### Job Specifications:

#### A) *Education, Training and Experience*

- Diploma/ certificate or equivalent training in a related field
- Minimum 2 years of recent, related experience in a Health Care or professional office environment
- Experience working in a multidisciplinary team
- Knowledge of MSOffice, PowerPoint, desktop publishing, databases, document creation and management. SharePoint (an asset)

**B) Skills and Abilities**

- Ability to type a minimum of 50 words per minute
- Demonstrated proficiency in computer word processing, spreadsheet applications, financial data entry, PowerPoint presentations, database and office communication software
- Demonstrated ability to organize and prioritize multiple tasks and work roles
- Demonstrated ability to create, organize and maintain effective and efficient record keeping systems (paper and electronic)
- Ability to maintain a high degree of tact, diplomacy, and confidentiality
- Demonstrated consistent reliability, accuracy, quantity and quality of work
- Understanding of financial record keeping systems
- Ability to work under pressure and to meet deadlines
- Ability to communicate effectively, both verbally and in writing
- Professional manner interacting with the public, in-person and by telephone
- Ability to work effectively in a team
- Physical ability to carry out duties of position
- Must have initiative, problem solving abilities, and be able to work independently
- Commitment to the values of Victoria Hospice

**How to apply:**

Please send a resume and cover letter to [careers@victoriahospice.org](mailto:careers@victoriahospice.org) with the subject line **Assistant to the Director of Nursing and Medical Director**. Applications will be considered as received.

Victoria Hospice is an equal opportunity employer.