

November 16, 2020

Outreach Therapy

Administrative Assistant

Permanent part-time, 16-20 hours a week, with the possibility of additional hours.
Some flexibility required/available.

Posting close date: December 11, 2020

Position start date: January 4, 2020

The work:

As the administrative assistant at Outreach Therapy, will provide key supports to a team of health specialists.

Outreach Therapy is a community and client-centred not for profit agency based out of the Alberni Valley that provides specialized pediatric therapy services to children and families across the entire Pacific Rim/Alberni Clayoquot Regional District. As such, there is meaning and purpose in your role as we work for the betterment of community health and increased social impact. We welcome you to share your expertise and do rewarding work that impacts the community and makes a difference to children and families.

This role will offer initial on the job support and coaching as you orient yourself to our procedures and practices.

The culture:

At Outreach Therapy we recognize you are our greatest resource and as such, we work to develop a work-family feel. Our workplace culture supports you are a valued team member.

Education, training, experience:

- Grade 12
- Office assistant certificate
- Intermediate ability with Word, Adobe Acrobat, Excel, MS Teams, Outlook, Zoom
- Experience with EMR software
- Bookkeeping experience with Sage considered an asset
- Very comfortable in a highly digitized (paperless environment)
- Recent, related experience of six months or an equivalent combination of education, training, and experience

Skills, abilities:

- Clear vulnerable sector record check
- Experience working in a blended in-person and virtual office model
- Demonstrated ability to type 50 wpm and operate PC and related software
- Ability to communicate professionally and clearly (both verbally and in writing) with the public and other staff members
- Ability to organize and prioritize

- Ability to handle confidential material
- Ability to follow instructions and to work independently as well as work cooperatively with others
- Knowledge of general office procedures
- Open-minded, and proven ability to champion changes
- Contributes to an innovative office environment and processes of continuous improvement and quality engagement with staff and families

What you bring - the extras:

- People describe you as open minded, innovative, and kind, willing to contribute to the team and go the extra mile.
- You are comfortable with a digital, paperless environment and you are aware of the environmental impact of waste.
- Keen interest in being part of a progressive, community based, not for profit health care organization.

Covid safety:

Your safety is our priority. Outreach Therapy follows strict Covid-19 protocols in a protected office environment that does not interact face to face with the public. You may review our Covid 19 safety plan at www.outreachtherapy.org

Remote work: not available during probationary and training period.

Wages: \$18.59 - \$20.56 per Health Sciences Association, Community Sector Agreement (union), plus benefits. Vacation leave in the first year.

Benefits (after wait period):

- Dental, extended health and vision
- Life insurance
- Paid sick days
- Paid leaves