TAIBU Community Health Centre
Community Crisis Response – Administrative Assistant

Position: Full Time/3 years contract
No of Positions: One (1)
Application Deadline: January 14, 2022

TAIBU CHC, a Community Health Centre established in the Malvern Neighbourhood of Scarborough is offering an exciting employment opportunity to serve the community and make an impact to address the systemic barriers faced by the residents to access culturally appropriate programs and services.

TAIBU Community Health Centre is at the forefront of the delivery of community health and social services to Black communities across the Greater Toronto Area. Our work aims to improve, promote and protect the health and well-being for Black populations through quality and culturally designed primary health care services and strategies.

The primary responsibility of the Community Crisis Response Admin Assistant Workers will provide administrative support to ensure efficient operation of the Mental Wellness & Community Crisis Response Team. The Admin Assistant supports the manager and staff through a variety of administrative tasks. The Admin Assistant is responsible for confidential and time sensitive materials. Reporting to the Manager Mental Wellness and Community Crisis Response, this position will provide administrative support to the crisis team in a responsible and effective manner.

PRIMARY DUTIES AND RESPONSIBILITIES:

Office Administration Services

- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Provide clerical and administrative activities including but not limited to; prioritizing tasks, development of filing systems, photocopying, faxing, meeting coordination, development of systems to ensure efficiencies, maintain team schedules, developing and maintaining active mailing lists and directories
- Responds to community enquiries as appropriate
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Update and ensure the accuracy of the organization’s databases
- Sort incoming mail, faxes, and courier deliveries for distribution
- Provides day to day support to staff regarding computer software applications.
- Back-up electronic files using proper procedures and schedules

Meeting and Event Coordination

- Provides support for staff team/committee meetings agenda setting, material preparation and distribution, meeting logistics, meeting minutes and recording action/follow-up items and appropriate storage of meeting materials/files.
- Assists in organizing and setting up events
- Provide logistical support to staff including travel, meeting and other arrangements

Other Responsibilities:

- Participate in staff meetings and on interdisciplinary teams as may be required
- Develop, implement and update on the administrative workplan in conjunction with supervisor as well as identify actions plans
- Develop and maintain a flexible work schedule that accommodates the needs of the community and the Community Crisis Response Service and as approved by the supervisor

Experience & Education

- At a minimum, Secondary School Diploma and post secondary training in office administration or equivalent combination of experience and education
- Medical Secretary certificate or equivalent work experience
- Three to five years of administrative experience in a health setting
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email, bookkeeping
- Ability to work independently and collaboratively in an inter-disciplinary team environment
- Ability to work flexible hours including evening and weekends
- Commitment to address the health barriers and inequalities faced by racialized and minoritized community groups essential
- TAIBU IS BUILDING ITS BILINGUAL (FRENCH/ENGLISH) CAPACITY AND EXCELLENT FRENCH LANGUAGE PROFICIENCY IS A SIGNIFICANT ASSET

Interested candidates should submit their resume with a cover letter to:
The Mental Wellness & Community Crisis Response Service Hiring Committee
TAIBU Community Health Centre
27 Tapscott Road, Unit 1
Scarborough, ON M1B 4Y7
Email: hr@taibuchc.ca

No telephone enquiries. TAIBU CHC thanks all applicants for their interest. However, only those persons selected for an interview will be contacted.

TAIBU Community Health Centre is an equal opportunity employer and applicants from racialized and marginalized communities are strongly encouraged to apply.