



JOB POSTING

Administrative Coordinator – Full Time

We're looking for an enthusiastic Administrative Coordinator to join our amazing team that is dedicated to *creating a community where the best possible end-of-life care and grief supports are available*.

If you're looking for an opportunity where you can truly make a difference in people's lives, while working as a member of our collaborative team – we'd love to chat. We welcome your application if you'd appreciate a place that is sincerely committed to quality of care and quality of work life; and a relationship-centred culture.

Chatham-Kent Hospice

The Chatham-Kent Hospice opened its doors in April 2016, and we continue to serve people with life-threatening illnesses and those they call family and friends. Hospice provides a home-like atmosphere for residents and their families as they journey through death and loss. The Chatham-Kent Hospice has developed a wellness program serving residents and families as well as those in our community who are in need of support services while facing the challenges of a life-limiting illness, impending end-of-life and the death of a loved one, and/or when experiencing spiritual distress, anticipatory grief, grief and mourning.

To learn more about our Residential Hospice and Supportive Care Program, visit:

<https://www.chathamkenthospice.com>

Administrative Coordinator

In this new position, the successful candidate will play a pivotal role supporting our team. Your strong organizational skills will help us stay on track as we implement our strategic plan and grow our programs and services. If you're an excellent communicator, quick learner and thrive in a job where no two days are the same, please send us your application.

Qualifications

- Successful completion of a community college diploma in Office Administration or equivalent
- Knowledge of Medical terminology

Skill, Ability & Experience

- Ability to set priorities, plan, organize file, execute duties and meet deadlines, under minimum supervision.
- Ability to maintain discretion and strict observance of confidentiality in all administrative, medical, & patient care matters.
- Proficient computer skills in MS Office (Word, Excel, PowerPoint).
- Must possess ability to communicate effectively (written & verbal) with staff, volunteers, medical staff, and the general public.

Principal Duties

- Assist with coordination of volunteer schedules and communication.
- Provide administrative support to the leadership team and clinical leads.
- Oversee and coordinate office administrative procedures and review, evaluate and implement new procedures.
- Organize meetings and appointments, including booking rooms.
- First point of contact for general inquiries.
- Support health promotion and educational activities by developing pamphlets, coordinating education events, assisting in the preparation of educational materials, compile information / materials for seminars / conferences
- Assist in preparation of agenda and types, duplicates and distributes agendas and notice of meetings and meeting minutes.
- Photocopy and circulate correspondence
- Design various statistical reports and presentations



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- Prepare and respond to written correspondence
- Ability to assume a variety of special projects
- Efficient system for filing
- Other administrative duties as required

REQUIREMENTS:

- A vulnerable sector Police Background Check
- Negative 2 step TB test

This position includes competitive group benefits and HOOPP pension plan.

To join our dynamic team, please send your cover letter and resume in PDF or .docx format, or any questions or requests for support for accessibility to Sarah Baute, Human Resources Manager (sbaute@chathamkenthospice.com) by 4:00pm on June 21, 2023.

Chatham-Kent Hospice is an inclusive employer dedicated to building a diverse workforce. We welcome and encourage applications from all qualified candidates, who embrace our core values, and will accommodate applicants' needs throughout all stages of the selection process. All information received relating to accommodation will be addressed confidentially.

Offers of employment to prospective employees are conditional upon the successful completion and disclosure of a Police Records/Vulnerable Sector Check, and must have a valid driver's license.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.