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**Administrative Assistant – Community and Supportive Care**  
**Permanent Full-Time: 37.5 hours per week**

St. Joseph's Hospice is a faith-based organization that provides quality of life at the end of life, offering compassionate holistic care and support to individuals living with a terminal illness. Support is extended to their family members and caregivers, and to those grieving the loss of a loved one. Hospice programs and services are at no cost to those we support and are available irrespective of age, gender, religion, race, ethnicity or economic status.

Whether in the community, our wellness centre or our 10-suite residence, St. Joseph's Hospice provides specialized programs and services with a person-centred approach. Individuals and families are intimately involved in creating their own plan of care which best addresses their unique needs. Our competent and committed Hospice staff and volunteers work together as a team with other community partners and service providers to provide full support and quality hospice palliative care.

Working within an interdisciplinary team, the **Administrative Assistant- Community and Supportive Care Services** supports the seamless delivery of care within the Hospice, with a particular focus on providing a welcoming and supportive environment for clients, volunteers, and visitors. This important function will support the clients and volunteers of St Joseph's Hospice through scheduling and providing access to services and activities offered in our Hospice Home and community. Additional duties include providing administrative and data support associated with program delivery.

Additionally, this individual ensures that all health and safety standards are met and continually reinforced, and all equipment is maintained in good, safe working order. This individual will work in a safe manner and will promote the safety of all co-workers, volunteers, clients, residents, families and visitors.

**QUALIFICATIONS:**

To perform this role successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the attributes, knowledge, skills, and /or abilities we are seeking.

- Post-secondary diploma in Office Administration or equivalent.
- Office administration experience in a health care setting preferred.
- Demonstrated time management skills, and ability to work in a busy environment with multiple priorities; capacity to prioritize, think critically with the ability to exercise judgment and work with minimal supervision.
- Experience in customer service, with an ability to meet and exceed client and visitor expectations.
- Embody a warm, caring, calm and genuine approach when interacting with others.
- Experience managing schedules and supporting multiple people.
- Experience working with volunteers.
- Demonstrated computer expertise working with Microsoft Office.
- Proven ability to organize activities and effectively communicate with confidence and professionalism.
- Demonstrated time management skills, and ability to work in a busy environment with multiple priorities.
- Physically able to move furniture and lift up to 40 lbs.
- Ability to work well with a team and take direction.
- Demonstrated relationship management skills consistent with the Mission, Vision, and Values of St. Joseph's Hospice.

St. Joseph's Hospice is an equal opportunity employer and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. If you require any accommodations to fully and fairly participate in the application, interview or selection process, please contact Human Resources at (519) 438-2102 ext. 257 or [fran.doig@sjhospicelondon.com](mailto:fran.doig@sjhospicelondon.com) and we will endeavour to provide a suitable accommodation in a manner that takes into account your accessibility needs.

**To apply, please submit your resume and covering letter by 4:30 pm January 11, 2019 to:**

Fran Doig  
Human Resources Coordinator  
St. Joseph's Hospice  
[fran.doig@sjhospicelondon.com](mailto:fran.doig@sjhospicelondon.com)

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

*Share the Journey*