

*The North Simcoe Muskoka Local Health Integration Network (NSM LHIN) is one of 14 local organizations that have been created in Ontario to plan, coordinate and fund local health services, including hospitals, community care access centres, long-term care homes, community health centres, community support service agencies, and mental health and addictions agencies. The office of the North Simcoe Muskoka LHIN is located in Orillia, Ontario. Each of the province's 14 Local Health Integration Networks (LHINs) is subdivided into smaller regions generally referred to as Sub-Regions. In North Simcoe Muskoka, the Sub regions are Barrie, South Georgian Bay, North Simcoe, Muskoka and Couchiching.*

*The NSM LHIN is home to close to 453,710 people and encompasses the District of Muskoka, most of the County of Simcoe and a portion of Grey County. Responsible for \$832 million in funding to allocate amongst 61 unique health service provider organizations, North Simcoe Muskoka residents have benefited from numerous LHIN programs and initiatives.*

*The NSM LHIN is looking for professionals with the right skills to work with their multi-disciplinary teams to use best practices and leading edge approaches to meet their populations' health needs today and in the future.*

### Executive Assistant, Governance – Permanent Full-time Position

#### POSITION SUMMARY

Responsible for providing executive support to the board of directors, board chair and associated committees by organizing, coordinating and expediting the flow of work while working effectively and collaboratively with internal and external stakeholders and ensuring the governance function is executed in an effective and efficient manner.

#### KEY RESPONSIBILITIES

- Performs a wide variety of support duties for the board (e.g. calendar management, electronic and hard copy file maintenance, correspondence, communication, project support, expense tracking, etc.) which includes initiating, planning and carrying out special projects; coordinating project logistics; conducting research and analysis.
- Uses independent judgement to review, screen and/or distribute communications (e.g. telephone calls, incoming mail, and e-mail messages); identifies items requiring priority attention and prioritizes and facilitates communication throughout the office.
- Reviews incoming materials (e.g. telephone call, incoming mail, e-mail messages) to determine their disposition and initiate action required; follows up to resolve problems and ensure appropriate completion. Updates and advises on progress, problems and issues and recommended action(s).
- Drafts, formats, transcribes, collates and organizes briefing notes, packages and status reports in response to questions and emerging issues.



**Ontario**

Local Health Integration  
Network  
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des services de santé

- Coordinates and arranges on-site (including OTN) and off-site meetings and events including logistics (eg. Communication, location, meals, refreshments, equipment, materials, RSVPs and travel).
- Prepares for, attends and records minutes of meetings as requested including the preparation and distribution of agendas, minutes and other meeting materials.
- Attends meetings and participates on corporate committees, internal planning groups, task forces and working groups. Actively participates within cross-functional teams to advance the NSM LHIN's strategic directions and operational activities.
- Ensures Governance Policies and by-laws are accurate, complied with, and updated on a regular basis.
- Tracks and monitors action items arising from board and committee meetings thru to completion.
- Maintains a high level of confidentiality and professionalism at all times.
- Establishes effective working relationships with the board, LHIN team, government officials, and stakeholders

#### Risk Management

- Reports risks with causes, impacts or mitigations beyond scope of responsibility to management.
- Follows safe practices related to the security and privacy of information.

#### Patient Safety

- Supports patient safety culture by ensuring work completed recognizes the safety of the patient(s).

#### Health & Safety

- Adhere to the duties of workers, as stipulated in Section 28 of the *Occupational Health and Safety Act*, applicable occupational health and safety policies, procedures and protocol.

#### Other

- Updates and maintains assigned sites on SharePoint.
- Provides back-up support as required.
- Undertakes special projects as assigned.
- Other duties as required.

### POSITION REQUIREMENTS

#### Competencies

- High level of proficiency in MS Office, including Excel, Outlook, Word, PowerPoint, Access and Visio.
- Accurate keyboarding skills at a minimum of 45 wpm.
- Excellent communication (verbal, written & listening) skills.
- High level of attention to detail and ability to proof-read.
- Demonstrated organization, record keeping, problem solving and decision making skills.
- Demonstrated analytical skills and ability to write and analyze reports is an asset.
- Ability to organize daily workload with frequent interruptions, multiple demands and deadlines.
- Demonstrated ability to work independently and in a team.
- Excellent interpersonal skills and demonstrated ability to facilitate effective working relationships with internal and external customers at all levels.

- Interacts and communicates with a strong degree of judgment and discretion.
- Demonstrated commitment to continuous improvement principles and practices.
- Self-motivated, focused, positive attitude, flexible, and proactive.
- Ability to identify creative solutions that address time, budget, quality.
- Ability to develop, organize, and implement office procedures and systems.
- Ability to initiate and complete projects with minimal supervision.

#### Education

- Post-secondary diploma in executive office administration.
- Medical terminology certificate an asset

#### Experience / Knowledge

- Five (5) years of administrative experience at the senior management level in health care.
- Knowledge of standard office administrative practices and procedures
- Proficiency in French is an asset.

*To be successful, you will be able to work with initiative and judgment, be adaptable to changing priorities and have good problem-solving skills. You will have the confidence to work independently and be a contributor to team performance. Your communication and interpersonal skills will be an asset when managing day-to-day issues in a fast-paced environment.*

*HOW TO APPLY: Please email resume and cover letter to [nsmcareer@lhins.on.ca](mailto:nsmcareer@lhins.on.ca) by 4pm on May 30, 2017.*

*The LHIN is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.*

*Available in French upon request.*