

The North Simcoe Muskoka Local Health Integration Network (LHIN) is one of 14 local organizations in Ontario that plan, coordinate and fund local health services and deliver high quality home and community care to patients and families. The North Simcoe Muskoka LHIN is committed to health improvement, innovation, and the establishment of collaborative partnerships to improve population health, patient experience and value for money across the health care system.

LHIN staff incorporates the best aspects of teamwork and continuous learning as they work with the local community to ensure the best health outcomes for everyone. If you have a passion for excellence and an entrepreneurial spirit, this is your opportunity to make a difference as part of a dynamic team transforming the Ontario healthcare system.

## System Accountability Assistant

To provide assistance in the development of Health Service Provider accountability agreements and performance reporting and to provide a wide variety of support in preparation and review of funding letters and briefing notes in collaboration with internal and external stakeholders.

### Key responsibilities

- Assists with the annual accountability agreement process including production of electronic agreements, tracking and dissemination to Health Service Providers in conjunction with funding allocations and in accordance with Ministry and NSM LHIN directives.
- Provides financial and administrative support for the quarterly Health Service Provider reviews ensuring alignment with sector accountability agreements.
- Collaborates and provides a wide variety of support for the preparation and coordination of funding letters, briefing notes, and other specific projects as assigned. Ensures compliance with Ministry and NSM LHIN directives, policies and procedures as established for the team.
- Uses judgement to review, screen, manage and/or distribute communications and correspondence (e.g. telephone calls, incoming mail/documents, e-mail messages); identifies items requiring priority attention and prioritizes and facilitates required communications.
- Maintains an efficient filing and tracking system (electronic and/or paper) to manage and monitor information in accordance with the needs of the team.
- Attends and takes minutes of meetings as requested including the preparation and distribution of agendas, presentations, logistics (e.g. refreshments, equipment), and other materials. This may involve follow up actions such as maintenance of action logs, notes and related documentation.
- Maintains a high level of confidentiality and professionalism at all times.
- Team player to support initiatives of Financial Health and Accountability team and as a change agent in partnership with clinical and support programs within the NSM LHIN.
- Develops collaborative relationships with Ministry, other LHINs and health service providers.
- Other duties as required.

Your qualifications and experience will include

- Post-secondary diploma in business administration, finance or relevant field.
- Two (2) years' experience in general accounting with administrative experience.
- Understanding of Ontario Healthcare Reporting Standards an asset.
- Experience in a health care environment is an asset.
- Knowledge of standard office administrative practices and procedures.
- Proficiency in French is an asset.

To apply for this position, state ' ASSISTANT' in the subject line of your email and send with your résumé to [nsm.careers@lhins.on.ca](mailto:nsm.careers@lhins.on.ca). This position will work out of our Orillia office.

The LHIN is governed by the requirements of the *French Language Services Act* and therefore encourages applications from French speaking candidates.

The LHIN is committed to accommodating people with disabilities as part of our hiring process. If you have any special requirements during the recruitment process, please advise Human Resources.

We thank all applicants who take the time to apply; however, only those invited for an interview will be contacted.

As part of the mandatory screen process the LHIN requires professional references, verification of academic training, professional accreditation, plus a current Criminal Records Check.