

Ontario's health care system is evolving and, as part of Ontario Health, the North Simcoe Muskoka Local Health Integration Network (LHIN), in close partnership with Ontario Health Teams (OHTs), is on the forefront of helping to build a modern, technologically supported health care system. This will enable integrated teams of health care professionals to deliver the best possible care for improved patient outcomes.

By building high-performing integrated care delivery systems that provide seamless, fully coordinated care for patients, OHTs will help to achieve better outcomes for patients across the province. As an essential component of an integrated and sustainable health care system, this includes a strong and robust Home and Community Care sector.

More than ever, your skills and experience are required now and into the future, which is why we want you to join us in being part of the journey. We invite you to learn more about OHTs in our area by [clicking here](#). The future of health care in Ontario is now. Join Ontario Health's North Simcoe Muskoka LHIN team and together, we will build a healthier community for all.

Team Assistant

Often as the first point of contact for patients, families, and service providers, the Team Assistant frequently interacts with various stakeholders by telephone and other communication methods, whether answering incoming questions or providing healthcare system navigation.

In addition, this role provides timely follow up on patient issues, ensures accurate documentation in our patient databases in the processing of a high volume of patient data.

Your qualifications and experience will include:

- Two (2) years' office experience in a health care environment with medical terminology preferred.
- Minimum of post-secondary diploma.
- Proficiency with database software and MS Office applications required.
- Accurate keyboarding skills with a minimum 45 wpm.
- Exceptional customer service skills demonstrated by answering or referring inquiries using the telephone.
- Detailed-oriented with excellent analytical, problem solving and organizational skills.
- Ability to work in a busy environment, multi-task, meet deadlines, take direction when necessary with minimal supervision.
- Very good interpersonal skills including the ability to function as a part of a team.

- Consistently adheres to privacy legislation and confidentiality standards.
- Flexibility to work a schedule that includes days, evenings and weekends to meet organizational needs.
- Oral proficiency in French is an asset

What We Can Offer

- \$23.50 per hour (35 hours per week) as per the OPSEU Collective Agreement
- 6% in lieu of vacation paid bi-weekly
- Healthcare of Ontario Pension Plan (HOOPP)
- Hours of work includes a schedule of days, evenings, weekends and statutory holidays.
- While the office is located in Barrie, staff are working from home until further notice.

To apply for this position, state "Team Assistant" in the subject line of your email and send with your résumé to nsm.careers@lhins.on.ca.

We are governed by the requirements of the *French Language Services Act* and therefore encourages applications from French speaking candidates.

We are 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 screening process, we require professional references, verification of academic training, professional accreditation, plus a current Criminal Records Check and Vulnerable Sector.