

Position Summary

The Community Health Assessment (CHA) Program Assistant is not only experienced in the overall operation and organization of office protocols and practice, but also demonstrates skills in creative, analytical and critical thinking. This individual will have exceptional communication skills both written and verbal, with a superior knowledge of the English language in order to be able to provide editorial input. Coordination and organization skills are paramount as duties will be varied and will require completion within set time lines. This will include organizing meetings, accessing information, and extensive use in computer applications related to design and graphics.

This individual will be flexible, and be able to work with minimal supervision. Information handled is often confidential in nature. Excellent rapport with staff and the public is also required. There will be travel within the region as well as some evenings and possible weekend meetings.

Reports to: Community Health Assessment Research/ Project Coordinator

Union: MGEU – Professional Technical

Qualifications:

Education and Experience

- Completion of Grade 12 or equivalent.
- Post secondary education in a health related discipline.
- Previous experience working with a research / project focused team is an asset.
- Experience in community mobilization and group facilitation an asset.
- Demonstrated proficiency in computer applications: Microsoft Office in particular word, power point, and excel as well as internet, email.
- Experience in report writing and a fundamental knowledge in accessing information.
- Drivers license, car.
- Knowledge of the North Eastman community is an asset.
- Two or three years related experience is required.

Knowledge, Skills and Abilities

- Superior written and verbal communication.
- Ability to work with minimal supervision.
- Ability to work with a variety of sensitive information and to maintain confidentiality at all times.
- Ability to work under pressure to meet deadlines thereby establishing priorities and completing assignments on time.
- Ability to operate office equipment.
- Ability to maintain positive working relationships in a team based working environment.
- Demonstrated ability to display professional conduct at all times when dealing with fellow staff members, public, board members etc.
- Exceptional marketing skills is desirable.

POSITION DUTIES & RESPONSIBILITIES

- Assists in responding to inquiries about the CHA project.
- Accesses required information from multiple sources e.g. libraries, agencies, internet etc.
- Assists in the organization and editing of a comprehensive research based report.
- Assists with producing presentations of the data collected for NEHA staff and public.
- Assists in organizing meetings.
- Assists in the development of material for public and staff awareness of the CHA project.
- Minute taking and subsequent written document of the minutes.
- Assist in maintaining filing system.
- May receive receipts that require budget processing.
- Maintains staff and volunteer log of hours spent on the CHA project.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date

NOTE: Original Signed and Dated June 13, 2003