



South East Toronto

Family Health Team



Job Description
Executive Assistant
Permanent, Full-Time

Company Description

South East Toronto Family Health Team (SETFHT) is an academic primary care clinic affiliated with the University of Toronto. Our organization is comprised of a variety of Interdepartmental Healthcare Professionals (IHPs) that include: physicians, medical residents, nurse practitioners, registered nurses, dietitians, social workers, psychologists, patient care coordinators, physician assistants and chiropractors, all of whom are assisted by an exceptional administrative and clinical support team.

SETFHT is a partner at the Health Access Taylor Massey (HATM) clinic, which is bringing a wave of primary care and interprofessional resources to the Taylor Massey community. SETFHT is also leveraging existing supports and services in the community to improve access to comprehensive primary and social care for its residents.

Position Profile

The Executive Assistant (EA) provides administrative, logistical, staffing, project management and event support to ensure maximum efficiency while performing in a manner that consistently demonstrates a high level of professionalism and confidentiality. As a vital member of the SETFHT leadership team, the EA will primarily support the Executive Director and as required, the Senior Leadership Team and Board of Directors. The EA will perform routine duties such as helping to coordinate scheduling, taking meeting minutes, compiling data and collaborating on various activities. This position will operate primarily at the 1871 Danforth Avenue location but may include 840 Coxwell Avenue clinic as well as the HATM site (4 The Market Place), subject to funding and based on organizational needs.

Accountability

The Executive Assistant reports and is accountable to the SETFHT Executive Director (ED).

Role & Responsibilities

- Schedule, prepare agendas and organize materials for a variety of meetings and functions
- Take minutes of meetings for the Senior Leadership Team, All-Staff meetings, and other assigned meetings and post minutes to the shared drive
- Produce from rough instructions or notes a variety of materials, including presentations, reports, invitations, and general correspondence using word processing, spreadsheets and presentation software, as required
- Draft and proofread a range of internal and external correspondence on behalf of the ED
- Research data to prepare documents for review and presentations
- Assist ED with preparation for events, meetings, media and other stakeholder engagements
- Maintain accurate files electronically to ensure responsible administrative records
- Receive, review and prioritize incoming mail and email, referring materials to ED for action as appropriate and following up on outstanding items



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- Handling routine matters on my own initiative and referring inquiries to the appropriate area
- Administers confidential information for the agency, including highly sensitive personnel, political and labour relations information
- Provide general administrative support and supports general administrative function, as required
- Act on own initiative during the EDs absence, referring urgent matters to appropriate staff members and communicating items for follow-up

Skills & Qualifications

- Proven experience as an executive assistant or other relevant administrative support experience
- Demonstrated understanding of executive administrative processes and procedures
- Excellent communication skills; written, verbal, and listening; include an excellent grasp of English usage, spelling, grammar, and punctuation and a keen eye for detail
- Superior proficiency in the use of computers, Microsoft Office products including Word, Excel, Outlook and PowerPoint, as well as social media platforms
- Exhibits sound judgment and the ability to make reasonable decisions in the absence of direction
- Ability to work independently, prioritize tasks accordingly, and work under pressure while managing multiple projects and deadlines
- Excellent problem-solving and analytical abilities; proactive in anticipating needs and potential problems and adept at mitigating risk
- Self-directed, demonstrated ability to work effectively without constant and direct supervision or guidance

Other Qualifications

- Demonstrated flexibility and time management skills in a high-pressure environment and ability to maintain a positive attitude
- Excellent conflict management and resolution skills
- Experience working with low-income, multi-racial, multi-lingual newcomer communities
- Demonstrated commitment to working from an integrated anti-oppression/ anti-racist, 2SLGBTQ+ positive framework
- Knowledge of the healthcare sector
- Ability to work effectively within a diverse and multi-disciplinary team
- Available to work evenings and weekends, as necessary

The above responsibilities are not all-inclusive; the individual may be assigned other related duties in the interest of efficient operations.

Hours of Work

The successful candidate must be available to work weekdays, primarily between 8:30 AM – 4:30 PM, with the possibility of evening and weekend shifts.

Compensation

- The pay rate is based on experience and will range from \$56,000 – \$63,000 per annum.



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- This position includes enrollment into SETFHT's Health Benefits Plan and Pension (HOOPP)
- This position includes paid vacation and sick days.

Thank you for your interest in the South East Toronto Family Health Team. Only those candidates selected will be contacted for an interview. ***Please, no direct telephone inquiries or email follow-ups.***

We thank all applicants for their interest, but only those selected for an interview will receive an acknowledgement. Please note that a criminal background check will be conducted for this position. SETFHT supports a respectful and inclusive work environment for everyone and is committed to Anti-Oppression principles. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations, and people with disabilities to apply for this position as it reflects the broad diversity of communities we work with.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Accommodations are available on request for candidates taking part in all aspects of the selection process.

SETFHT encourages a scent-free environment. All employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products (i.e. perfumes, lotions, hairspray, etc.) while on the premises.

Job Contact Information

Human Resources

South East Toronto Family Health Team

E-mail: humanresources@setfht.on.ca

Subject: Executive Assistant

Please forward the cover letter and resume by 3:00pm on March 31st, 2023