

Internal/External



The City of St. Thomas, Valleyview Home, has an opening for an:

**Administrative Assistant – Resident Services and Administration**

Permanent, Full-Time – Non-Union position

**POSITION SUMMARY:** This non-union position, reporting to the Administrator, performs duties to support Administration at Valleyview, administers the Resident Trust Accounts and assists in the preparation of letters and reports for all Valleyview departments. Maintains Valleyview filing system. Assists residents and families with personal and clerical matters. Maintains the highest level of confidentiality in performing tasks.

**QUALIFICATIONS:** A degree from a recognized University or a Community College diploma in Business Administration, Accounting, Health Care Administration or Administrative Services. Three years experience in a long-term care environment will be considered an asset. Computer proficiency is essential, including Microsoft Outlook. Experience with PointClickCare, Policy Medical, Ministry of Health and Long Term Care software applications, and Staff Schedule Care would be an asset. Must maintain confidentiality at all times. Excellent customer service and problem solving skills are required. Knowledge and experience in accounting an asset. Must be able to multitask, plan and prioritize work.

**CONDITIONS OF EMPLOYMENT:** Successful completion of a police record check with vulnerable sector clearance. Satisfactory TB documentation. Must meet all applicable provincial directives with respect to COVID-19 immunization/testing.

**Remuneration Range:** \$28.27 - \$35.31 per hour working a 35 hour work week plus a comprehensive benefit package.

**Applications must be received no later than Thursday May 5, 2022 at 11:59 p.m.**

To see the full job posting and how to apply, visit [www.stthomas.ca](http://www.stthomas.ca) under Employment Opportunities or go to: <https://can61e2.dayforcehcm.com/CandidatePortal/en-US/stthomas>

*Although we appreciate all applications received, only those selected for an interview will be contacted.*

*Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.*

*The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.*