

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting regular full-time opportunity as an **Administrative Assistant (Competition #105.18)** exists in the Medical Imaging reporting to the Manager, Medical Imaging.

The Joint Department of Medical Imaging at the University Health Network, Mount Sinai Hospital and Women's College Hospital is committed to creating an internationally recognized organization that provides the highest standards of education and research in Medical Imaging. The department features state-of-the-art technology with a team supporting the highest quality patient care and superb image quality, backed by a commitment to continuing education and quality assurance program initiatives. This position works independently with minimal supervision and exercises tact, discretion and diplomacy. As an integral member of the Medical Imaging department, the Administrative Assistant exercises considerable judgment and independence to provide complex administrative support services to management/professional staff.

## Summary of Duties, but not limited to:

- Coordinates and maintains written and/or electronic calendar/schedule of assigned personnel, including: coordinating, scheduling and confirming appointments and various other activities for management/professional staff (i.e. Radiologist site Director, Manager of Medical Imaging, and the Modality Supervisors)
- Coordinates and schedules activities within Women's College Hospital and the University of Toronto – i.e. Clinical Teaching Rounds
- Coordinates all travel arrangements, local and international, for Radiologist site Director, Manager of Medical Imaging, and the Modality Supervisors
- Schedules and supports monthly meetings (that review operations and future vision/plans) for WCH on-site radiologists, Radiologist site Director, Manager of Medical Imaging, WCH Medical Imaging Leadership group, Managers of Medical Imaging JDMI by: booking rooms, ordering food, preparing draft agendas, notifying guests, preparing minutes, and following up on action items
- Organizes meetings and speaking engagements, including attendance at external meetings
- Acts as the main contact for guest speakers, prepares itinerary, makes travel and accommodation arrangements
- Prepares correspondence drafts, proof reads letters and reports, prepares power-point presentations for quality meetings, incident reporting, JDMI Managerial Leadership meetings
- Responsible for maintaining confidentiality when preparing draft budget documents, collecting and providing all staff Performance Appraisals for Manager review and sign off, and when providing and ensuring completeness of all reimbursement forms
- Receives and reviews all documents for signature by the Manager of Medical Imaging and Radiologist site Director to check for completeness before processing
- Coordinates and/or reviews the work assignments of others for the Quality Huddle lead, Hand Hygiene audits, some operational efficiency projects, and some cost optimization projects
- Maintains database for JDMI corporate partnership statistical data as requested
- Ensures efficient operation of the office

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- Develops, organizes and maintains electronic and paper information filing/retrieval methods, systems, or formats
- Performs cross-functional responsibilities, as required such as but not limited to: attending meetings at partner sites, supporting clinical director as required etc.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

## **Qualifications/Skills:**

- Completion of a post-secondary diploma in Office Administration or related field or equivalent experience is required
- Five (5) years related administrative support experience required, preferably in a hospital setting
- Strong MS Office application skills including Word, Excel, Outlook, and PowerPoint
- Ability to work well under pressure, unsupervised, and use good judgment in assessing difficult situations
- Proven ability to attend work on a regular basis
- Ability to maintain confidentiality
- Ability to produce high quality work in accordance with Hospital standards
- Comprehensive knowledge of health care, organizational/office practices, procedures and standards
- Excellent verbal and written communications skills
- Excellent organizational and time management skills that would complement well developed interpersonal and customer service skills, including the ability to handle multiple projects simultaneously
- Ability to work effectively in an inter-professional team
- Must have initiative; diplomacy and tact; experience dealing with highly sensitive and confidential matters is required
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

**POSTING DATE: April 24, 2018**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)**

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*