



Job Title:	Administrative Assistant – Edmonton Isolation Facility (EIF)
Reports to:	Site Lead, Edmonton Isolation Facility
Position Type:	Fulltime – contract position (ending March 31, 2020)
Wage:	\$20-26/hour

About the Organization

In response to the COVID-19 pandemic, the Boyle McCauley Health Centre has taken on the responsibility - in partnership with other community organizations - of coordinating and maintaining the Edmonton Isolation Facility for Homeless Individuals (EIF). This service provides a safe place for people to isolate, who otherwise may not have been able to. This includes people who have received positive COVID results, are close contacts of positive cases, or are symptomatic. EIF and Boyle McCauley Health Centre strive to meet the health and wellness needs of a vulnerable community that is historically underserved.

Job Summary

The Administrative Assistant is a key role within the EIF. The Administrative Assistant will primarily be supporting the clinical team at the Edmonton Isolation Facility, serving in a multi-faceted position to support staff scheduling, communications, organizational logistics, and community coordination for the facility. The Administrative Assistant will have a broad range of professional experience and problem-solving abilities to be able to work independently, be self-directed, and be a significant asset to EIF's organization and infrastructure.

Key Responsibilities

- Support the EIF clinical team in day-to-day functioning of the EIF; includes functions of schedule management, calendar organization, communications, and routine administrative support
- Create and sustain systems to manage information, scheduling staff, COVID contact tracing, liaising with Alberta Health Service, and deliverables for the EIF team
- Management of facility logistics – this includes keeping functional workspace and workflow for clinical team and streamlining delivery of services
- Information management, data collection, and communication of vital organizational data including to Alberta Health Services and community

Key Skills

- Must have strong written and verbal communication skills

- Proficient in Microsoft Office software; strong abilities in word processing and spreadsheet processing
- Strong organizational skills to manage large staff scheduling, information, and calendar management
- Positive attitude, and an appreciation for working in the non-profit sector serving marginalized populations
- Must be self-motivated, pro-active, strategic, and follow-through on commitments and projects

Requirements

- Post secondary education an asset (e.g. certificate in office administration, business administration, or other relevant disciplines)
- This position should have significant experience in administration or office settings with priority placed on medical office experience
- Must have driver's license or other means of transport between sites
- Criminal record and vulnerable populations sector check

Compensation

Boyle McCauley offers a competitive compensation structure, based on skills and experience.

We invite interested and qualified candidates to submit a cover letter and resume to careers@bmhc.net