



Employment Opportunity

Administrative Assistant

(Full-time: One year contract with possible extension)

About the Role: The purpose of the position is to assist with the day-to-day administrative responsibilities of the Nursing Home Without Walls (NHWW) program. The Administrative Assistant will commit to meeting the individual needs of the clients who utilize NHWW for services using a client-centered care approach.

This position is for a one-year contract with the possibility of an extension.

About You: As the Administrative Assistant, you will respond and direct inquiries, maintain and monitor contact lists, collect statistics, and oversee the scheduling of clients. You have the skills to prepare reports, collect statistical data, and can use your creative abilities to assist with marketing and promotion of the NHWW program. You demonstrate respect and empathy for individuals, are task orientated, have multi-tasking abilities, are organized, pay attention to detail, understand the importance of confidentiality and have exceptional communication skills.

You are a graduate of an office administration program and/or have equivalent experience. Experience in gerontology and/or research is an asset. You have a good knowledge of aging and experience with older adults. You feel confident in your abilities to assist in the development and adaptation of NHWW policies and procedures as well as the adaptation and creation of required forms. You feel comfortable assisting with the implementation of programs and services being offered through the NHWW program and assisting with presenting information to individuals and groups. You have excellent computer skills and are experienced with Microsoft Office and Canva. A thorough understanding of performance measurement and evaluation and the development of reports is required. Lastly, candidates must provide a Criminal Record Check/Vulnerable Clearance and complete a Social Development Record Check.

Interested applicants, please forward your resume in confidence, by June 21, 2024 to:

Human Resources
York Care Centre
100 Sunset Drive
Fredericton, NB E3A 1A3
humanresources@yorkcarecentre.ca

Please include 'ASSISTANT' in the subject line of your email. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

