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Job Details

Project Assistant, CDHRP - (167966)

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Close Date

Location

Duncan Norcross & Drinkwater Road - Duncan, BC V9L 6C5 CA (Primary)

Multi-Site

No

Travel Requirement

Travel between multiple sites may be required

Shift Start Time/End Time

08:00-16:00

Days Off

Weekend/Stats

Vacancy Type

Regular FT

Salary Range (Hourly Rate)

\$25.72 - \$33.75

FTE

1.0

Bi-weekly Hours

75.0

Planned Start Date

Nov. 1 2022

Approximate End Date (For Temporary Assignments ONLY)**Pending Return of Incumbent**

No

CRC required? (employee will be working with or have access to children or vulnerable adults and requires a Criminal Record Check)

No

Job Description

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Senior Project Coordinator, the Project Assistant provides confidential project-related administrative support functions and activities for the Chief Project Officer and the Cowichan District Hospital Replacement Project Team. The Project Assistant serves as a vital linkage and communication source between the clinical teams, clinical stakeholders and the Project Management team. The Project Assistant ensures all clinical information is managed and coordinated between the Clinical, Non-Clinical and Project Management Team membership as requested.

The Project Assistant is responsible for scheduling meetings within multiple conflicting calendars, creating agendas for approval and circulation, taking minutes

...continuing calendars, creating agendas for approval and circulation, taking minutes and distributing them in a timely fashion, tracking action items and ensuring items are transitioned to the appropriate venues for discussion.

The Project Assistant maintains the integrity and confidentiality of all information that flows through and is processed for management as it pertains to client care, operations, personnel, labour relations, finance and public affairs as required.

QUALIFICATIONS:

EDUCATION, TRAINING AND EXPERIENCE

A level of education, training, and experience equivalent to a post-secondary diploma in Business and/or Management, or other relevant post-secondary qualification, plus a minimum of five (5) years of recent, related experience in a large complex organization, preferably in a clinical program/ portfolio or government/ health authority setting.

SKILLS AND ABILITIES

- Demonstrated competence in cultural safety and humility, and experience working with Indigenous communities.
- Ability to organize and prioritize work.
- Ability to communicate effectively both verbally and in writing.
- Strong computer skills and extensive knowledge of applications such as MS Office, including Word, Excel, PowerPoint, MS Project, Outlook.
- Good interpersonal skills, including tact and diplomacy, in dealing with a variety of work situations, hospital staff, board members, government representatives, community agency personnel and the general public.
- Effective time management skills.
- Ability to deal with others effectively.
- Ability to work independently and in collaboration with others.
- Ability to anticipate and resolve issues before they escalate
- Ability to type 60 wpm and draft professional correspondence.
- Work under pressure with short turnaround times; flexibility to ensure deadlines are accommodated
- Physical ability to perform the duties of the position.

Link to Full Job Description

<https://jd.viha.ca/JD4284.pdf> (<https://jd.viha.ca/JD4284.pdf>)

Additional information for applicants

Additional information for applicants

This position is part of a project team involved in the design and construction of the new Cowichan District Hospital, in the Cowichan Valley. Apart from the listed duties in the job description, the right candidate ideally will have some knowledge in communications and engagement, and have experience in areas such as assisting with basic content development/proofreading/editing, event and onsite support, and supporting basic graphic design. This position will also play a key role in office administration and support the reception area. Travel between the project office and the existing/new CDH will be required to provide admin assistance. This is an ongoing full time position, and the successful candidate will be provided with alternate employment options when the project completes.

Additional Clauses


Vaccination Notification: As of October 12, 2021, only applicants that are fully vaccinated (7 days past their second dose of vaccine) are able to work in the facility. If you are offered employment it will be contingent on you providing proof of vaccination prior to commencement of the offered effective date. Proof of BC Provincial Immunization Registry is required. If proof of vaccination is not provided, the offer of employment is rescinded.


Requisition CA

Non Contract

Affiliation/Union

Non-Contract Support Staff

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(<mailto:hraccess@islandhealth.ca>)

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