



## *Internal Job Opportunity*

<b>Posting Date:</b>	November 27, 2021
<b>Competition #</b>	CU-21-41
<b>Position:</b>	Program Assistant (Full-Time Contract until June 30, 2022) – Infectious Disease COVID/IPAC Hub
<b>Location:</b>	<b>Thunder Bay</b>
<b>Description:</b>	Reporting to the Manager of Infectious Disease, the Public Health Program Assistant provides various clerical services supporting Public Health programs. Working in a multi-disciplinary environment, the Program Assistant performs those functions as related to the daily operations and delivery of the Programs, ensuring that discretion and confidentiality are maintained at all times.
<b>Qualifications:</b>	<p>College Diploma in Office Administration or minimum 2 years' secretarial/clerical experience.</p> <p>Demonstrated proficiency in a computerized Windows environment including Microsoft Office – Word, Excel, Power Point.</p> <p>Understanding of database concepts.</p> <p>Ability to function both independently and in a team environment.</p> <p>Ability to interact and communicate effectively (written and verbal) and in a positive manner with the public, colleagues and community partners.</p> <p>Possesses excellent keyboard and transcription skills.</p> <p>Knowledge of medical terminology would be an asset.</p>
<b>Reports To:</b>	Manager, Infectious Disease
<b>Salary Range:</b>	\$23.66 - \$26.35 per hour
<b>Closing Date:</b>	<i>December 3, 2021 at 4:30 p.m.</i>
<b>Send To:</b>	<p>Human Resources Department  Thunder Bay District Health Unit  999 Balmoral St., Thunder Bay, ON P7B 6E7  Fax: (807) 625-4821  e-mail: <a href="mailto:hr@tbdhu.com">hr@tbdhu.com</a></p>