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## Scarborough Centre for Healthier Communities is recruiting for this role on behalf of the Scarborough Ontario Health Team.

### Company Biography:

Scarborough Ontario Health Team (SOHT) is a network of 40 partner organizations dedicated to serving one of Canada's most diverse communities. We bring together community support, home care, and mental health and addictions providers; long-term care and retirement homes; family doctors and other primary care providers; hospitals; as well as community members and client and family advisors to plan and deliver better connected health and social services across Scarborough.

As one of the largest Ontario Health Teams, SOHT proudly supports 850,000 people living in Scarborough and beyond, who come from many different backgrounds and lived experiences. We are committed to meeting our community's unique needs, achieving greater equity and population health, and making it easier for everyone to get care when and where they need it.

SOHT partners are working together with hundreds of physicians within Scarborough and our active Client and Family Advisory Committee (CFAC) to co-design innovative, integrated solutions for providing care. SOHT is governed by a 24-member "Collaboration Council" that includes individuals from Scarborough Family Physicians Network (SFPN), CFAC, and partners from across all health sectors.

We are strongly committed to reducing health and social inequities to achieve improved population health. SOHT's 2025-2028 Strategic Direction supports this objective through a commitment to:

### 1. Primary Care Transformation

Enhancing access to equitable, team-based care through leadership, co-design, and data-driven planning.

### 2. Integrating Clinical Services and Supports

Coordinating care for people with complex needs, with a focus on mental health, chronic conditions, and cross-sector collaboration.

### 3. Evolving the SOHT

Building a mature, resilient organization with refreshed governance, performance measurement, and sustainable operations.

SOHT is guided by the following Vision and Values:

*Vision - People will have optimal health and positive experiences through an accessible, equitable and integrated team, system of care, services and supports.*

*Our Values lead to EPIC CARE: Equity, Person centered, Innovation, Compassion, Collaboration, Accountability, Respect and Excellence*

We are currently looking to hire a:

**Administrative Assistant**  
**1 FTE, Contract until March 31, 2027**

**Reporting To:** Director, Scarborough Ontario Health Team

**Purpose:**

The Administrative Assistant contributes to the efficient day-to-day operations of the OHT and supports the work of leadership, management, and other staff.

This individual will demonstrate critical thinking and sound decision making with considerable judgment and independence to coordinate complex administrative activities and support the work and operational decisions of the OHT. Duties include but are not limited to meeting coordination, minute taking and distribution, scheduling appointments, project coordination, inventory management, and drafting both internal and external correspondence.

The Administrative Assistant will have occasional access to confidential material, and will assist in preparing, confidential materials in relation to finance, budgeting, organization-wide strategy, Collaboration Council meetings, integration of services across Scarborough, and Ontario Health and/or Ministry of Health requirements. Confidentiality of work is paramount.

The Administrative Assistant is the ambassador for SOHT, responsible for providing administrative support to Action Tables, Oversight and Core Committees, and Collaboration Council, including decision support, logistics support and other duties as assigned. The Administrative Assistant will demonstrate adherence and commitment to the values, goals, and mission of SOHT.

**Key Areas of Responsibilities:**

- Prioritize and manage efficiently in a multi-tasked environment, applying appropriate due diligence, ensuring accuracy in completing all required supporting documentation, and scheduling and organizing meetings;
- Handle highly sensitive information in a professional and ethical manner;
- Assist in the planning and preparation of meetings, events, and distribute all meeting materials, i.e., agendas, background materials, minutes, etc.
- Manage correspondence, information and all confidential matters with discretion and in keeping with hiring organization's privacy policies and procedures;
- Coordinate the flow of documents for the office, including obtaining approvals and distributing information within SOHT staff and to Committees as well as Action Tables;
- Photocopying, filing, mail distribution, storage and inventory management, and pick-up at main office site when requested;
- Provide regular data entry and coordination support for decision support including the support of the Tracking Tool and vendor communications;
- Handle administrative requests and queries from leadership, management, and staff;
- Coordinate submission of invoices for processing to accounts payable;
- Reconcile expense reports;

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- Liaise with executive and senior administrative assistants across SOHT partner organizations to coordinate meeting requests;
  - Maintain supplies inventory by checking stock to determine inventory level, projecting needed supplies, placing and expediting orders for supplies;
  - Have a full understanding of all SOHT initiatives and their objectives, be current on all program updates and changes;
  - Be able to transport oneself to the various sites to provide support if and where necessary;
  - Support the teams' back office supporting role for the various enablers of service delivery such as submitting tickets to support services and external vendors and tracking progress;
  - Ordering program supplies as required;
  - Relay emails from the general mailbox to the appropriate staff member;
  - Support staff in assigned project and event planning;
  - Coordinate catering services as needed;
  - Maintain the general online filing system and file all materials;
  - Other duties as assigned.

#### **Educational, Experiential and Professional Qualifications:**

- Demonstrated knowledge, skills and abilities in Business Administration degree from an accredited university or college program or through an equivalent level of experience.
  - Three to five years' experience in a corporate administration support role in a similar collaborative community setting.
  - A learning mindset with capacity to pick up core business processes over time
  - Self-motivated individual with excellent organizational, administrative, and team-working skills
  - Extremely flexible to changing workloads, work schedules, duties and responsibilities
  - Attention to detail
  - An effective communication style which is confident, timely and professional
  - Experience with communications including external stakeholders, change management, and collaborative cross-sectoral culture
  - Strong writing, proofreading and editing skills
  - Demonstrated commitment to ongoing professional development
  - Engages in ethical conduct and strives to understand and appreciate the diversity of our patient/staff population and community
  - Excellent work performance and attendance
  - Past work experience in the health and community sector setting is an asset
  - Reading and writing skills in another language (i.e., Tamil, Bengali, Mandarin, Cantonese, Tagalog) is an asset
  - Knowledge of Scarborough community is an asset, including health and social care organizations, grassroots organizations, and established community communication channels
  - Demonstrated ability to follow data entry processes and schedule time according to scheduled reporting cycles
  - Proficient knowledge of MS365 software applications
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- Experience and proven reliability handling confidential information
  - Superior time management skills, multitasking skills, and the ability to prioritize tasks
  - Creativity, problem-solving skills, resourcefulness and flexibility
  - Able to maintain online filing systems with meticulous records maintenance skills
  - Able to work efficiently as a part of a team, as well as independently with minimal supervision
  - Strong customer service orientation and ability to solve problems
  - Able to stay focused, work well under pressure and meet set deadlines.

**Remuneration:** \$30.00 - \$34.00 per hour

**Please apply in confidence to HR by email:** [Recruitment@schcontario.ca](mailto:Recruitment@schcontario.ca)

*We would like to thank all applicants; only those invited to interviews will be contacted.*

**Note:** Please quote AA-SOHT in the subject line.

This is an **Existing Vacancy**.

**If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted.**

**SOHT values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+**

**SOHT is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act, 2005, and its associated regulations. SOHT will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.**