

**VACANCY**

**Applications are invited from qualified individuals to fill the following position:  
One (1) Temporary Full-Time Project Assistant (Approx. 9 months)  
Behavioural Supports Ontario Provincial Coordinating Office  
NBRHC – SUDBURY (Kirkwood Site) OR NORTH BAY (King Site)**

The North Bay Regional Health Centre is the designated host for the Behavioral Supports Ontario (BSO) Provincial Coordinating Office. BSO provides behavioral health care services for older adults in Ontario with, or at risk of, responsive behaviors/personal expressions associated with dementia, complex mental health, substance use and/or other neurological conditions. The initiative also provides support to family care partners and healthcare providers across sectors. The role of the BSO Provincial Coordinating Office is to advance the BSO initiative through measuring BSO impact, spreading BSO innovations and enhancing system integration.

Reporting to the Provincial Behavioural Supports Ontario Manager, the BSO Project Assistant will work alongside the BSO Provincial Coordinating team to support the advancement of the three provincial pillars to leverage provincial impact, innovation and integration.

**Key responsibilities of this position include, but are not limited to:**

- Supporting optimal operation of the BSO Provincial Structure through coordination of provincial meetings including preparation of agendas, meeting correspondence, operation of technology aids (e.g., videoconference, webinar) and minute taking.
- Providing assistance in the preparation of province-wide public-facing material such as newsletters, e-mail announcements, website updates and social media posts.
- Support the development of projects through assistance with research, literature reviews, creation of knowledge translations tools and report writing.
- Respond to provincial inquiries from professional care partners and/or community members.

The ideal candidate will be an organized, highly flexible individual who can perform with minimal supervision, has excellent verbal and written communication and interpersonal skills with an ability to deal with confidential and sensitive issues in a professional manner. The applicant must have excellent time management skills, the ability to be versatile and adjust quickly in a fast-paced environment to multiple work patterns.

**Qualifications include:**

- Bachelor's degree in health-related and/or communications field.
- Minimum of two (2) years' experience in office administration, communications and/or research assistance.
- Advanced computer skills and thorough knowledge of Microsoft Office applications (e.g. Word, Excel, PowerPoint and Outlook) and design software (e.g., Canva) required.
- Demonstrated high level of self-direction/self-motivation and ability to be adaptive to change and organize work effectively to meet deadlines while maintaining accuracy and attention to detail required.
- Experience in supporting the execution of videoconference meetings (e.g., Zoom) required.
- Proven interpersonal and critical thinking skills and professional work ethic required.
- Knowledge of Ontario's healthcare system, its stakeholders, programs and issues required.
- Knowledge of fundamental evidence-based best practices in dementia, substance use and other geriatric mental health conditions and their effects on individuals and family care partners required.
- Knowledge of social media policies and ethical conduct in the management of social media profiles required.
- Demonstrated person-family centred focus and commitment to the Mission, Vision, Values and Goals of the BSO initiative and NBRHC required
- G.P.A.; P.I.E.C.E.S.; U-FIRST!; Positive Approaches to Care; Montessori-based dementia programming certificates are considered strong assets.
- Demonstrated commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors
- Must be able to support and contribute to a culture of safety and prevention of adverse health events in our organization.
- Bilingualism (English/French) is an asset.

**THE ORGANIZATION**

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit [www.nbrhc.on.ca](http://www.nbrhc.on.ca)

**THE COMMUNITY**

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit [www.northbay.ca](http://www.northbay.ca)

---

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

**Interested candidates are asked to submit their resume and cover letter quoting File [NU MH-23-038](#) to: [careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca)**

*We are an equal opportunity employer. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.*

***NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.***

***The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.***

*North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.*