

EXTERNAL VACANCY

Applications are invited from qualified individuals to fill the following position:

ONE (1) PERMANENT FULL TIME ASSISTANT POLICY AND FORMS NBRHC – NORTH BAY

Reporting to the Manager Risk, Privacy and Patient Experience, the Policy and Forms Assistant will be responsible for maintaining NBRHC's policy and forms repositories. This position serves as the designated policy and forms contact role and is responsible for proper retention of all current and retired policies and forms.

Responsibilities include but are not limited to:

- Supporting policy and forms developers with development and approval processes
- Verifying and correcting policy and forms formatting
- Coordinating policy and forms flow to various stakeholder groups/committees
- Ensuring appropriate signatory on policies
- Communicating new and revised policies and forms to all staff
- Maintaining inventory of policies, forms and other supporting documents in databases
- Working with organization to catalogue documents to allow ease of retrieval where required
- Providing clerical support for relevant committees

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree or college diploma in a related field
- Knowledge of document control/retention principles
- Excellent interpersonal, organizational, critical thinking, problem solving skills, with a strong attention to detail and accuracy, particularly while working in high pressure situations and dealing with conflicting priorities and deadlines, with minimal supervision
- Experience in developing meeting minutes, agendas and action plans is required
- Advanced knowledge of office administration practices, systems and corporate protocol
- High level of computer proficiency (Microsoft Word, Power Point, Excel) and ability to learn new software quickly
- 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 (Advanced Level English/French) is an asset

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

Interested candidates are asked to submit their cover letter and resume to:

careers@nbrhc.on.ca quoting file **NU C-24-013**

The posting will remain open until the positions are filled.

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

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

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

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.

We are an equal opportunity employer. We thank all applicants for their interest.