

JOIN THE NBRHC TEAM!

EXTERNAL VACANCY

BEHAVIOURAL SUPPORT ONTARIO (BSO)
ONE (1) PERMANENT FULL TIME PROJECT ASSISTANT
NBRHC – KIRKWOOD - SUDBURY
FROM \$32.24/HOUR TO \$40.30/HOUR

As a fundamental member of NBRHC's North East Behavioural Supports Ontario (NE BSO) program, based in Sudbury at the NBRHC Kirkwood site, the Full Time NE BSO Project Assistant will work collaboratively alongside the NE BSO Central Intake and the Regional team to support the advancement of key initiatives promoting integration of emerging best practices in geriatrics and behavioural health.

Reporting to the Regional Manager of North East Behavioural Supports Ontario, key responsibilities of this position include, but are not limited to:

- Supporting optimal operations of the NE BSO Regional Central Intake Office including communications with extensive inter-agency partners, electronic referral management and data analysis, quarterly reporting, service utilization and enablement of regional system flow.
- Providing assistance in the preparation of regional materials such as newsletters, email announcements, website updates and circulation of educational material.
- Supporting the coordination of videoconference meetings, minute taking, circulation of resources.
- Supporting the development of special projects and program development through assistance with research, literature reviews, creation of knowledge translation tools and report writing.
- Coordination of larger scale events and program promotion

The ideal candidate will be 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

Certification/Experience/Knowledge:

- ☐ Bachelor's degree in health-related and/or communications field preferred
- ☐ 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.
- ☐ Ability to navigate and support the execution of videoconference meetings on various electronic platforms (e.g. OTN) and software (e.g. zoom, etc) 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 practices in dementia, substance use and other geriatric mental health conditions and their effects on individuals and family care partners required.

- ☐ Demonstrated person-family centered focus and commitment to the Mission, Vision, Values and Goals of the BSO initiatives and NBRHC required
 - ☐ Current Non-Violent Crisis Intervention (NVCi) Certificate required (training delivered by Health Centre upon hire)
 - ☐ Current Trauma Informed Care Certificate required (training delivered by Health Centre upon hire)
 - ☐ Current Indigenous Cultural Safety Training required (training delivered by Health Centre upon hire)
 - ☐ Certification in the following fundamental geriatric mental health and BSO core competencies: GPA, P.I.E.C.E.S., DementiAbility Methods, Positive Approaches to Care, CAGP Psychiatry Course considered an asset.
 - ☐ Demonstrated cultural awareness and safety in working with older adults and care partners from diverse backgrounds required
 - ☐ Demonstrated knowledge of Consent & Capacity legislation and PHIPA required
 - ☐ Demonstrated commitment to ensure your safety, the safety of fellow workers, patients, volunteers and visitors
 - ☐ Must demonstrate good attendance and work record
 - ☐ Bilingualism (English/French) is an asset
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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 HR-25-048**

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.

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.

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