



Fairmount Home is recognized as a home of choice thanks to our Gentlecare[®] philosophy; the dedication of staff, volunteers, students and community partners; our sustainable practices and our quest for continuous quality improvement.

Job Posting:	Interdisciplinary Assistant – Permanent PT-4 (guaranteed 15 hours per week; and provides back up coverage to Reception and the Administrative Clerk)
Competition #: FMT-19-066	Posting Period: June 12 – 18, 2019
Wage Rate: \$21.36 per hour	Employee Group: Fairmount Home
Position Summary:	
The Interdisciplinary Assistant (IA) provides support and assistance to the Fairmount Home managers. The position is responsible for the coordination of and follow up on assigned tasks and activities. The IA will carry out the duties in alignment to the organization’s mission, vision and values, and work to further its priorities.	
Education & Experience:	
<ul style="list-style-type: none"> • Grade 12 diploma or equivalent, plus an additional program in office administration of up to six (6) months or equivalent • Three (3) months of experience in office administration • Experience using databases is an asset 	
Key Knowledge, Skills & Abilities:	
<ul style="list-style-type: none"> • Demonstrated understanding, acceptance and commitment to promoting the Home’s mission, vision and values • Demonstrated understanding and commitment to the Gentlecare[®] philosophy • Demonstrated commitment to client/resident-centered service/care • Demonstrated respect for individual differences and competencies • Knowledge and effective command of office procedures • Demonstrated computer proficiency including knowledge of Microsoft Office Suite of products including Word (Intermediate), Excel (Basic), Publisher (Intermediate) (will be tested); knowledge of PowerPoint and Outlook and the ability to use patient care software • Demonstrated strong communication skills, both written and verbal and ability to communicate information to a diverse audience base • Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, clients/resident/patients and the public • Provides back-up coverage for the Receptionist and Administrative Clerk, as assigned • Demonstrated ability to attend work on a regular basis • Satisfactory Police Record Check – Vulnerable Sector Check 	
<p>Please submit your cover letter and resume in one document outlining your skills and qualifications as they relate to the position, quoting the competition # to</p> <p>Candace Keller, Human Resources Generalist: humanresources@frontenacounty.ca</p> <p>For a complete list of duties and responsibilities, please see the job description.</p>	

The County of Frontenac is an equal opportunity employer. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accessibility accommodations are available for all parts of the recruitment process and applicants must make their needs known in advance.

Launch Your Career #inFrontenac

