



## Administrative Assistant - Orillia Midwives

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Job Number: J0226-0877

Job Title: Administrative Assistant - Orillia Midwives

Department: Affiliated Opportunity

Job Type: Temporary Full Time

Action Required:

Creating a new position

Approximate End Date: March 31, 2027

Job Category: Administration / Clerical

Open Positions: 1

Date Posted: February 26, 2026

Closing Date: March 5, 2026

Salary: \$28.50/Hour

### **Position Summary:**

The Administrative Assistant is responsible for providing administrative and coordination support to the Regional Mobile Perinatal and Reproductive Healthcare Pilot Project; a new and innovative model of care that will provide direct, mobile care to individuals seeking perinatal, newborn, and reproductive health services. This position will ensure day-to-day mobile clinic operations and project work is carried out in an efficient and professional manner, including but not limited to ensuring the smooth planning, implementation, and evaluation of a new and innovative midwifery-led clinic and Indigenous-led mobile perinatal and reproductive health team.

This pilot is a collaborative initiative with leadership support and oversight provided by the Women and Children's Health Network (WCHN) and BANAC Mamaway Wiidokdaadwin (BANAC). All work is grounded in the principles of Indigenous Health in Indigenous Hands, which guide the approach and partnerships within this project.

This position is a full-time position from March 2026 to March 31, 2027 to support the pilot project. The role will operate as an extension of the Orillia Midwives and will work closely with project team from BANAC, Orillia Midwives, WCHN, and other community partners.

### **Primary Responsibilities:**

Project Administration & Coordination

- Assists and coordinates daily operating procedures and administration of the pilot project.
- Maintains awareness of project activities to interpret and direct inquiries from families, clinicians, and community partners.
- Receives, screens, and appropriately routes project-related emails and inquiries; performs reception duties as required.
- Schedules and organizes meetings, arranges room reservations, prepares agendas, records

- minutes, and ensures follow-up of action items.
- Prepares and organizes a variety of documents, reports, and correspondence in an accurate and professional format.
- Develops and maintains distribution lists as required.

#### Financial & Resource Support

- Supports the project team with financial functions such as payment requisitions, travel requests and claims, reconciling accounts, monitoring and tracking project expenses and revenue, and preparing related reports.
- Liaises with the Finance Departments to ensure compliance with funding requirements.
- Assists with ordering and tracking equipment and supplies necessary for mobile health services and clinic operations.
- Ensures office set-up and resource access for new staff.

#### Communications & Training Support

- Coordinates logistics for training and other capacity-building initiatives.
- Supports project communications, including newsletters, reports, and updates.
- In partnership with project manager, acts as gatekeeper for all master documents; maintains project task force contact lists.
- Supports planning and coordination of project forums, training sessions, and community engagement events.
- Provides administrative support for mobile RSV prevention clinics, perinatal mental health screening rollout, and other direct service initiatives.

#### Information Management & Compliance

- Organizes and maintains computerized filing systems for project documentation.
- Ensures confidentiality of sensitive health and community information.
- Participates in education and training specific to current, relevant federal and provincial health and safety legislation, standards, and guidelines.
- Promotes health, safety, and wellness in the workplace.

#### General Support

- Supports project reporting and evaluation activities by assisting with data collection and reporting templates.
- Performs word processing, proofreading, and distribution of documents.
- Performs autoclaving, sterilizing, restocking and scheduling
- Assists with other duties as assigned to ensure successful implementation of the pilot project.

### **Qualifications**

#### Education

- Diploma in Business Administration or equivalent required Completion of a Medical Terminology course is an asset.

#### Experience

- Minimum three (3) years of administrative assistant experience required.
- Related experience in health care environment preferred.

#### Job Knowledge

- Demonstrated computer proficiency including working knowledge of Microsoft Office (Outlook, Excel, Power Point and Word).
- Demonstrated project management skills and experience.
- Demonstrated outstanding ability to organize, prioritize, multi task and be flexible in order to adapt to stressful and rapidly changing situations.
- Demonstrated excellent interpersonal and communication skills (in English both written and verbal), discretion, and good public relations skills.
- Demonstrated initiative and good judgement in problem-solving and decision-making.

- Demonstrated ability to work efficiently, independently and in a teamwork environment.
- Demonstrated ability to demonstrate through performance, an acceptable level of ethical conduct and strict confidentiality.

#### Skills, Traits and Initiative

- Excellent communication skills, with the ability to engage effectively with patients, families, clinicians, and community partners.
- Ability to foster a collaborative, supportive team environment within a new and evolving model of care.
- Strong organizational and problem solving skills, with the ability to manage competing priorities in a mobile clinical setting.
- Demonstrated leadership abilities, including decision making, conflict resolution, and professional practice support.
- Aligns with and respects the principles of Indigenous Health in Indigenous Hands.
- Comfort working in a pilot environment that requires adaptability, innovation, and initiative.
- Must be able to meet the physical and emotional responsibilities of the role, including standing and walking for extended periods, frequent and repetitive pushing, pulling, bending, and lifting up to 50 pounds, as well as safely operating equipment.
- Effectively prioritizes workload, adapts to changing priorities, and remains composed in fast-paced environments.
- Works independently with sound judgment, while remaining flexible to meet regional needs.
- Demonstrates understanding of, and commitment to, equity, diversity, inclusion, and psychological safety.
- Upholds professionalism, ethical conduct, confidentiality, and respectful interactions.
- Demonstrates a commitment to ongoing professional and personal development through continuous learning and reflective practice.

#### Other

- Demonstrates a commitment to ongoing professional and personal development through participation in continuing education and self-directed learning opportunities

#### **Team Member & Client Safety**

All team members share responsibility for maintaining a safe environment for clients, families, and colleagues. This includes active participation in organizational safety programs, infection prevention practices, and reporting procedures.

Responsibilities include:

- Reporting unsafe conditions.
- Wearing appropriate Personal Protective Equipment (PPE) as required.
- Assisting in the reporting and investigation of safety-related incidents.
- Reviewing and following relevant policies and procedures
- Maintaining patient and Hospital confidentiality at all times
- Participating in quality improvement and safety initiatives, as required.

#### **Physical Demands**

General mobility with combination of sitting, walking, lifting, and standing. May require driving within the region.

#### **Organization Values**

All team members are expected to demonstrate behaviours consistent with the organization's mission, vision, and values. This includes fostering respectful and positive relationships, contributing to a safe and supportive workplace, and representing the organization with professionalism and compassion in all interactions.

#### **Engagement**

This position requires regular interaction with a variety of individuals both within and outside the organization, supporting collaboration and effective communication.

Internal: Engages with all team members across departments through in-person interactions, phone, and email to support collaboration and ensure the smooth delivery of services.

External: Communicates with community partners, clients, and families as required, using in-person meetings, phone, and email.

Interactions are carried out with professionalism, empathy, and respect, in alignment with the organization's values and commitment to client and family centered care.

**Working Conditions**

Community and hospital settings.

*If you are interested in joining our team, please apply online before 11:59 pm on the posting close date. Incomplete submissions will not be considered. We thank all applicants, however only those selected for an interview will be contacted.*