

**Executive Assistant/Communications & Board Coordinator  
Corporate Office  
Temporary Full Time (3 Years)**

About the Perth and Smiths Falls District Hospital:

Located in the charming and historic Perth and Smiths Falls region, within close proximity to urban centres such as Kingston, Brockville, Ottawa, and on the banks of the Rideau Canal system – a UNESCO World Heritage Site, PSFDH plays an important role in the lives and well-being of the 60,000+ residents living within its catchment area. PSFDH is an exemplary accreditation organization that delivers a broad range of primary and secondary services and programs to residents of three large rural counties. PSFDH's mission is to provide high quality patient and family-centered care built on collaboration and partnerships.

About the Opportunity:

Provide administrative and professional resource, to the Chief Executive Officer and corporate secretarial support to the Board of Directors while ensuring and safeguarding confidentiality of action and records. Work is performed under the general direction of the President & CEO. The position is accountable for establishing work priorities, for tracking projects and for organizing and delegating tasks to ensure that work is completed and deadlines are met.

DUTIES AND RESPONSIBILITIES:

Administrative Support to Executive Level

- Co-ordinates and tracks workflow, schedules, projects, and committee decisions through the department or hospital to ensure paperwork is complete and accurate and ensures follow-up services are provided in a timely manner
- Provides administrative support to special projects by assisting in research activities and compiling data
- Co-ordinates the management of the office of the President & CEO
- Ensures confidentiality of all information at all times
- During an absence of the President & CEO uses initiative and judgement to see that matters requiring attention are referred to delegated authority and appropriately handled in a timely manner
- Researches and prepares responses (briefing notes, media releases, etc.)
- Acts as point person of first impression for Corporate Office by providing the tone and attitude of professionalism for calls/e-mails initiated by senior executives/senior level contacts at health service providers, members of the public, the SELHIN and the MOHLTC
- Independently responds to letters and general correspondence of a routine nature and provides initial operational responses when required
- Schedules meetings, arrange appointments, arrange for and confirm meeting logistics (A/V equipment set-up, physical lay-out of meeting room, catering, etc.)
- Maintains files and information of a confidential nature

- Provide backup support to Staff Educator for videoconferencing set up/take down
- Maintain on-line calendar for CEO
- Screens daily mail coming to the President & CEO. This involves sorting, reading, and making annotations, drafting letters of reply dealing directly with those matters within the incumbent's jurisdiction, forwarding mail to appropriate sources for information or follow-up.
- Ensures accuracy, completeness and appropriateness of all materials
- Prepare and distribute meeting materials for Department Managers' meetings
- Attend and record minutes of Department Managers' meetings.

#### Strategic Plan:

- Provides ad hoc duties of a business nature to the President & CEO
- Coordinate focus groups for organization's strategic planning process
- Liaise with strategic plan consultant (e.g. coordinate and forward requested information and documentation, etc.)

#### Accreditation:

- Participates on Accreditation Coordination Committee and provide administrative support for the overall accreditation process
- Assist in the coordination of focus groups related to the organization's accreditation survey

#### Communication

- Composes correspondence, memos, and reports
- Types, formats, proofreads, updates, and revises a variety of materials including correspondence, memos, reports, charts, statistics and minutes of meetings
- Internal and external communication developments
- Supports internal and external communications as directed

#### Public Relations & Engagements

- Screens and responds to telephone and in-person inquiries from a variety of internal (e.g. Foundations, Staff, Auxiliaries, sponsored agencies, etc.) and external sources (e.g. Hospital, C.E.O.'s; Executives; Professionals; Board & Committee Members; Medical Staff; Salespeople; Staff and members of the public/community)
- Ascertain the nature and urgency of the situation and either provide information, determine appropriate referral or inform the appropriate individual when the situation warrants attention.
- Liaise with external legal counsels
- Supports communications functions as needed.
- Preparation of special reports such as the annual report, strategic plan, etc.
- Ongoing maintenance (uploading, removing, modifying content) of hospital website: [www.psfhdh.on.ca](http://www.psfhdh.on.ca)
- Ensuring timely, accurate and appropriate information
- Maintenance of board portal/intranet as required

#### Patient Complaints:

- Assist with initiating and timely follow-up with patient complaints process
- Tracks and maintains patient complaint log

## Board Coordinator Functions

- Organizes travel arrangements for; Board Members; orders tickets, make and confirm lodging and travel reservations
- Register Board members, in various conferences and courses (OHA, CCHSE, ACHE, etc.) and ensure payment is submitted
- Organizes business/meeting luncheons for Board of Directors and Board Committees or for special events that occur during the year
- Supporting the Board in preparing materials for board meetings and special meetings requiring attendance by Board
- Attends meetings of the Board of Director's and records, transcribes, types and distributes minutes to Board and committee members
- Prepare and distribute all Board of Director's and sub-committee meeting materials (via regular mail/courier/ electronic mail, board portal/intranet)
- Acts as Recording Secretary for Board Committee meetings
- Ensure timely follow-up to all action items from Board and Board Committee meetings
- Assist in the drafting of agendas for Board and Board Committee meetings
- Coordinates newspaper ad for board member vacancies
- Coordinates annual corporation membership mail-out and maintain log of members
- Prepare for and advertise for annual general meeting of the corporation
- Maintain formal Minute book
- Responsible for retention of all official Corporation and Board records
- Maintain an in-depth knowledge of the By-Laws and provide assistance in its understanding and interpretation
- Coordinates the logistics of all Board and Committee meetings: room bookings, catering, A/V requirements, teleconferencing needs, etc.
- Maintenance of content of Board of Directors' intranet/portal
- Coordinate aspects of Board of Directors' Award of Excellence program
- Performs other duties as assigned

## JOB SPECIFICATIONS:

### EDUCATION AND EXPERIENCE

#### Education:

- Diploma from a Business/Secretarial College.
- Typing skills 70 wpm
- Computer literate and proficient in Microsoft Office (Word, PowerPoint, Outlook, etc.), internet research/email, Meditech or any program as defined by Hospital standards
- Excellent interpersonal and communication skills
- Ability to multi-task and prioritize and work independently

#### Experience:

- A minimum of five 5 years recent relevant experience in an executive office.

Interested applicants are invited to send a resume and letter of application, in confidence, by **May 23<sup>rd</sup> at 4pm** to **HR@psfdh.on.ca**.

The Human Resources Department  
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Website - [www.psfhd.on.ca](http://www.psfhd.on.ca)

*Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance. We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.*