

JOB TITLE: Administrative Residency
DATE: January 2012
REPORTS TO: Senior Consultant
DIVISION / DEPARTMENT: Performance Measurement and Information Management
LOCATION: Toronto Central LHIN (Sherbourne and Bloor Street East)
TERM: Contract to March 31, 2012

The Toronto Central LHIN is one of 14 crown agencies corporations across Ontario mandated through the *Local Health Services Integration Act 2006* to plan, integrate and fund local health services. The Toronto Central LHIN funds hospitals, the Toronto Central Community Care Access Centre, long-term care homes, community services, community mental health and addictions services, and community health centres within its geographically defined area.

POSITION DESCRIPTION:

Responsible for the providing support to the Performance Measurement and Information Management team. Works with the team to ensure that projects are effectively executed within established timeframes.

PRIMARY RESPONSIBILITIES:

- Conduct basic literature review, research and data retrieval that will support the work of the team
- Conduct basic data analysis using Excel
- Manage and prepare documents as required
- Effectively write and edit correspondence, action notes and reports
- Prepare and distribute meeting materials
- Provide administrative support, including but not limited to scheduling, information management, setting up meeting rooms, etc.
- Interact with stakeholders on behalf of Toronto Central LHIN.

POSITION REQUIREMENTS:

- Post-secondary education in health sciences/administration, business administration or relevant field is preferred
- Minimum 2 years relevant experience
- Knowledge of the Ontario health care system an asset
- Flexibility to arrive early or stay late depending on the needs of the team.

EXPERIENCE:

- Experience in project management and research
- Strong communications skills, both verbal and written
- Strong Microsoft Office skills
- Superior ability to set priorities, balance numerous competing responsibilities, and problem solve
- Strong team player with the initiative and ability to work independently
- Exceptional organizational skills and attention to detail

We extend our thanks to all applicants for their interest in the Toronto Central LHIN. Only candidates receiving interviews will be contacted. Cover letters and resumes can be submitted to: torontocentral@lhins.on.ca

CONTACT INFORMATION

Should you be interested in applying for this exciting career opportunity please forward your cover letter and resume to:

Toronto Central Local Health Integration Network

Fax: 416-921-0117

Email: torontocentral@lhins.on.ca

Quote subject line: **Ref. 2010-AR02 Administrative Resident, Performance Measurement**

Please visit our website: <http://www.torontocentrallhin.on.ca/>

Note: We will only contact individuals under consideration. No phone calls please.