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JOB TITLE: Administrative Project Assistant

DATE: October 14, 2011

REPORTS TO: Chief Information Officer/eHealth Lead, Toronto Central LHIN

DEADLINE: October 28, 2011

LOCATION: Toronto Central LHIN

TERM: 6-month contract or secondment opportunity with possibility of extension

START DATE: Immediate

The Toronto Central LHIN is one of 14 crown agencies corporations across Ontario mandated through the Local Health Services Integration Act 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 support service providers, community mental health and addictions agencies, and community health centres within its geographically defined area. eHealth is considered a key enabler for achieving Toronto Central LHIN and Ministry of Health and Long-term Care priorities.

The eHealth environment in which the Toronto Central LHIN operates is highly complex due to the numerous stakeholders and providers who are at various levels of automation. This complexity and the concentration of eHealth initiatives that are driven or supported through the Toronto Central LHIN places it in a unique position to influence and impact the GTA and province. As such, the Toronto Central LHIN has taken on project sponsor and leadership roles for several local, regional and provincial initiatives related to eHealth and health system transformation.

Position Description:

Responsible for providing administrative support to the Chief Information Officer/eHealth Lead and will provide key support for Toronto Central LHIN's role as Project Sponsor for the provincial Alternate Level of Care Resource Matching and Referral Business Transformation Initiative.

KEY ACCOUNTABILITIES:

- a. Coordinates all administrative functions for the eHealth Office including:
 - i. Arranges meetings, including invitations, minute taking, location set up, catering requirements or video/teleconference support.
 - ii. Makes travel arrangements; maintains appointment schedules and calendars.
 - iii. Develops and maintains electronic and hard copy file and records systems
- b. Organizes both internal and external meetings, prepares agenda packages ensuring required meeting materials are approved and included; ensures that meeting locations are planned, room bookings and other necessary requirements are carried out.
- c. May be required to provide senior administration support and coordination or back-up support for various committees.
- d. Monitors action items arising from meetings ensuring completion by the appropriate individual.
- e. Performs a wide variety of secretarial and administrative duties as required.

- f. Establishes / maintains effective working relationships with LHIN teams, Ministry, Health Service Providers, eHealth Ontario and other stakeholders, etc.
- g. Reviews incoming materials to determine their disposition and initiate action required; follows up to resolve problems and ensure appropriate completion. Updates and advises on progress, problems and issues and recommends action. Independently responds to letters and general correspondence of a routine nature.
- h. Coordinates and consolidates information requests on behalf of the eHealth Office.
- i. Participates on internal planning groups, task forces and working groups as appropriate and requested.
- j. Initiates, plans and carries out a variety of special projects.
- k. Maintains human resource records for the eHealth Office.
- l. May assist other members of the LHIN as appropriate and requested.
- m. Will coordinate with other Administrative and Executive support staff to ensure all core support functions are cross-covered throughout the organization.
- n. Other duties as assigned.

POSITION REQUIREMENTS:

Education:

- Post-secondary education/training in a business or related health discipline.

Experience:

- Professional administrative experience at a senior level.
- Proven ability to respond to a wide variety of issues and deal with unclear situations and conflicting demands.
- Excellent judgment in setting priorities, identifying issues and determining action required.
- Adept at balancing major concurrent tasks and projects.
- Good understanding of LHIN strategic objectives and priorities
- Excellent ability to see the big picture, anticipates problems, organize and coordinate appropriate responses.
- Excellent interpersonal, oral communication and relationship management skills.
- Excellent written skills and proven ability to develop clear, concise and comprehensive written reports.
- Knowledge of significant provincial health-care priorities, initiative, and issues.
- Knowledge of cyclical planning, review and reporting requirements.
- Proficiency with PC-based hardware/software and inter / intranets.

Please forward your resume and cover letter to: Tclhin.jobs@lhins.on.ca