

Program Administrative Assistant

GerimedRisk (Hosted by the Schlegel-UW Research Institute for Aging)

Full-time

Salary Range: \$48,000-\$51,000

Location: Hybrid model (Home office and Waterloo office). Occasional in-person travel for conferences and other engagement activities.

JOB DESCRIPTION

The Schlegel-UW Research Institute for Aging (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance care and quality of life for older adults. Through engagement with key partners and collaborators, RIA supports practice relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy.

GerimedRisk is a non-profit, interdisciplinary telemedicine geriatric clinical pharmacology and psychiatry consultation service available to clinicians. As part of a growing provincial program with multiple areas of focus (clinical service, research, quality improvement, and education), the administrative assistant will ensure efficient flow of day-to-day office, and administrative duties in GerimedRisk. In addition, the administrative assistant role will be responsible for the coordination of the GerimedRisk educational training program. The successful applicant will work closely with the GerimedRisk team to ensure successful growth of the program.

Responsibilities

- Maintain the program shared calendar and schedule program wide meetings and presentations including conferences and engagement events
- Manage the scheduling and appointments for the Co-Executive Directors, Specialists and clinical manager.
- Assist with managing communications for the Co-Executive Directors (email, phone and presentations)
- Attend program wide meetings and document minutes
- File and maintain clinical policies
- Prepare and facilitate surveys using Survey Monkey software
- Track GerimedRisk expenses and keep organized filing systems for invoicing
- Submit monthly expenses to the RIA and contractors and assist with monthly billing
- Work with an external bookkeeper to upload invoices into an accounting software
- Participate in the audit process by helping to upload company wide files as required
- Troubleshoot and liaise with IT for call centre system (exceltech), and office technology
- Schedule and coordinate medical/pharmacy trainee scheduling with affiliated medical schools; ensure hospital privileges are set up accordingly
- Manage, track and order supplies, equipment and furniture as required
- Set up training and orientation for new staff
- Maintain accurate and up-to-date documentation of knowledge translation events, and medical trainee listing. Updating CVs and reporting documents for medical leads
- Prepare the paperwork for conference applications and attend conferences as needed
- Assist with rounds replay sessions held monthly in the evening (19:00-20:00)

- Prepare and send CME certificates following monthly rounds
- Serve as an ambassador for GeriMedRisk at conferences and showcases as required

Education and Experience

- Post Secondary diploma with focus in medical office training
- Experience working within an interdisciplinary team, and healthcare setting
- Experience with accounting software an asset
- Experience managing social media accounts for organizations an asset
- Experience with clinical and qualitative research an asset

Skills and Abilities

- Excited to participate in and advance a busy geriatric pharmacology and psychiatry telemedicine service which has multiple programs (practice, research, quality improvement, education)
- Strong interest in caring for senior population with multimorbidity
- Exceptional organizational skills
- Excellent interpersonal and communication skills
- Excellent time management skills and ability to problem-solve creatively
- Demonstrated ability to take initiative, work independently and as a team member in a fast paced, challenging environment
- Written and verbal fluency in English
- Excellent computer skills and familiarity with electronic communication devices
- Demonstrated intermediate level knowledge of Microsoft Office (ie. Word, Excel, Power Point) and online tools (eg. Mailchimp and Survey Monkey)
- Demonstrated commitment to continuous life-long learning and self improvement

Hours of work: 9:00-17:00 Monday to Friday

Vaccination Statement: All employees, researchers, and students of GeriMedRisk who will work with long-term care homes, health care organizations, colleges, universities and other partners are required to comply with the vaccination policies of those external organizations to complete their work. Of note, vaccination policies are subject to change. The requirement to comply with those evolving policies does not change.

Equity Statement: The RIA is committed to equity, diversity and inclusion within its community and organization. We strongly welcome and encourage applications from Indigenous Peoples, racialized groups, women, LGBTQ2+ people, persons with disabilities and people from other equity-seeking groups. The RIA is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

How to Apply: RIA invites applications (cover letter and resume) to be submitted by email to danielle.yantha@gerimedrisk.com. Please include the job title in the subject line of the email.