



## Job Posting

### **Program Secretary, Diabetes Education Program Part-time, 1 Year contract, 14 hours per week**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of five locations, Unison offers core services that include primary health care, case management and counseling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education and a Diabetes Education Program. Unison's mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

We are currently seeking a Program Secretary for our Diabetes Education Program (DEP). Reporting to the Diabetes Education Program Manager, the Program Secretary will provide support for the implementation and maintenance of a DEP outreach database as well as provide secretarial and administrative support to the Diabetes Education Program (DEP).

#### **Job Responsibilities:**

##### Database Support

- Assist in the development, implementation and maintenance of a user friendly outreach database system
- Assist in the development of a project plan for rollout of the DEP outreach database
- Exporting of data from various sources and execution of substantial data entry activity
- Implement, review, document and evaluate data handling procedures
- Ensure accurate statistics are captured in the database and reporting needs are met based on approved procedures.
- Coordinate and deliver training sessions to staff related to database

##### Secretarial & Administrative Support

- Assist program manager in ensuring efficiency and effectiveness of DEP service delivery including client referrals, client intake and quality improvement
- Support with maintenance of electronic and paper filing systems
- Prepare statistics, brochures, reports and other material
- Make necessary arrangements for meetings and prepare information packages
- Record and transcribe meeting minutes
- Support and attend select events.

#### **Organizational Responsibilities:**

- Participate in team and organization-wide meetings and committees, initiatives and events
- Develop work goals in conjunction with supervisor, identifying action plans, learning objectives and professional development needs

- Participate in performance appraisal process including self-evaluation component
- Adhere to all policies and procedures of the organization
- Submit encounter data and/or statistics, administrative forms and reports in a timely fashion
- Orient, supervise and support students and/or volunteers as required
- Identify, report and debrief on client safety incidents, good catches, occupational health and safety incidents and near misses.
- Other duties as required.

**Job Qualifications:**

- Demonstrated knowledge, skill and experience in assisting the development, implementation and maintenance of database systems.
- A high level of attention to detail, computer literacy and an interest and aptitude for learning new software.
- Excellent interpersonal and communication (written, oral & listening) skills.
- Strong organizational, analytical and problem-solving skills in combination with the ability to perform duties under minimal supervision.
- Ability to perform a variety of secretarial & administrative duties.
- Ability to work with diverse stakeholders.
- Able to exercise independent judgment and discretion in dealing with confidential matters.
- Demonstrated knowledge of, and sensitivity to, the impact of social, economic, environmental and cultural issues on diverse communities.
- Knowledge of Nightingale on Demand (NOD) and PS Suites an asset.
- Knowledge of marketing/promotions or outreach an asset.
- Excellent knowledge of a second (or more) language and culture is an asset.
- Post-secondary education. Those with equivalent experience are encouraged to apply.
- Ability to work flexible hours and travel within GTA.

Interested candidates are asked to email a résumé with covering letter by 9:00 a.m., Friday, January 4, 2019 to:

Hiring Committee – Program Secretary DEP  
 Unison Health and Community Services  
[hirings@unisonhcs.org](mailto:hirings@unisonhcs.org)

**Please cite UN\_2018\_056 in the subject line of the email.**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided on request, to support their participation in all aspects of the recruitment process.

While we thank all applicants for their interest, only those selected for interview will be contacted.