



*The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.*

## NURSING ADMINISTRATIVE COORDINATOR

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**Bargaining Unit:** Non-Union

**Salary:** \$48,356 - \$53,461

**Start Date:** ASAP

**Work Status:** Temporary full-time for 1 year pending return of incumbent

**Posting Date:** December 2, 2021

**Closing Date:** December 12, 2021

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Nipigon District Memorial Hospital is committed to delivering health care in a manner that is consistent with our philosophy that *"patients, residents and their families are at the centre of everything we do"*. Applicants are required to demonstrate knowledge, understanding, and commitment to this philosophy of care.

### Qualifications, Skills and Abilities

The Nursing Administrative Coordinator is responsible for providing clerical/secretarial and administrative support to the Chief Nursing Executive, Nurse Manager, Executive Assistant and nursing committees with a high level of confidentiality, tact and discretion. You will work closely with internal and external stake holders to coordinate and administer the general activities of the portfolio. As the Nursing Administrative Coordinator, you will bring your experience in applying HR/business processes to the workplace, and supporting initiatives, projects and committees. You will have:

- A University degree/college diploma in human resources, business or a related discipline.
- 1-3 years of recent related experience.
- Proficient knowledge in the use of office equipment, computer systems, software/web applications (scheduling, education applications) and advanced knowledge of software (MS Office, Adobe Pro).
- A demonstrated ability to interpret and apply collective agreements, legislation, policies and procedures and health care-related Acts in their everyday work.

To be successful in this role you will be a self-motivated problem solver with a high attention to detail, have the ability to work independently (often with minimal supervision) and as part of a team, and will possess excellent secretarial, and verbal and written communication skills. You will bring demonstrable organizational, prioritizing, time and project management skills, along with an excellent attendance record. You will need to be flexible and adaptive to changes in workload and priorities.

### Duties

Maintain employee records, schedules, master rotations. Support and document the work of committees. Provide a full range of secretarial services. Facilitate and support the employee lifecycle with a focus on attraction, recruitment, onboarding and retention. Prepare documentation and reports. Manage and support internal and external communications by maintaining and utilizing the website, intranet and other applications.

Nipigon District Memorial Hospital strives to ensure the safety and security of its patients, residents, visitors, employees and assets financial and otherwise. As one tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon completion of a satisfactory Vulnerable Sector Check to ensure the absence of relevant criminal convictions.

### Submit applications to:

Jacqueline Dorval, Chief Nursing Executive by email: [jdorval@ndmh.ca](mailto:jdorval@ndmh.ca) -or-  
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road, Nipigon, ON P0T 2J0

We thank all applicants; however only those selected for an interview will be contacted.

Nipigon District Memorial Hospital is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.