



Nova Scotia Hearing and Speech Centres

Posting Number **FO0519** (Please quote this number on your application & subject line of your submission)

This is an NSGEU Bargaining Unit position.

Start Date –Oct 15, 2019

End Date –Nov 27, 2020

Posting End Date: Sept 4, 2019

Administrative Support Professional Halifax

Nova Scotia Hearing and Speech Centres (NSHSC) provides audiology services to Nova Scotians of all ages, and speech-language pathology services to preschool children and adults. NSHSC is funded by the NS Government to deliver integrated and standardized provincial services across 34 clinical sites, located in 24 communities. Nationally certified Audiologists and Speech-Language Pathologists, with support from Communication Disorder Technicians and Administrative Support Professionals, provide core services (prevention, diagnosis, and treatment), develop and monitor provincial clinical standards, and collaborate with partners to deliver a number of special programs (e.g., Autism, Stroke, Cochlear Implant). Established in 1963, NSHSC works to prevent and reduce the impact of communication disorders for Nova Scotians.

We are proud to offer:

- ✓ A nationally accredited program with Accreditation Canada
- ✓ A Province-wide support network of professional colleagues, clinical resources, and coordinated clinical services
- ✓ Varied caseloads and work settings
- ✓ Salaries (full-time) commensurate with experience [starting at \$35,038], and excellent benefits package
- ✓ Continuing education opportunities
- ✓ Opportunities for relocation and clinical specialization

We are accepting applications for the **temporary full-time (1.0)** position of an **Administrative Support Professional**. The Home Base Site location is QEII Halifax Infirmary/NS Rehab Centre. The successful candidate reports to the assigned manager. Schedule to be determined. The Administrative Support Professional is responsible for providing clerical support services within the Centres in accordance with clinical standards and procedures. In addition, s/he is responsible for assisting and establishing a positive rapport with the general public and medical community.

Requirements:

- Successful completion of a recognized business/secretarial program
- Excellent communication skills, including proficiency in written and spoken English. If English is not your first language further documents will be required.
- Excellent interpersonal skills with a wide variety of clients (adults and pediatric) and professionals
- Demonstrated good organizational/workload management skills
- Excellent working knowledge of Microsoft Office
- Experience with providing services to the general public and medical community
- Flexibility to travel on occasion to attend continuing education, events and/or meetings
- Candidate will have to demonstrate current immunization and/or boosters at the end of the probationary period
- Demonstrated ability to work positively with others to deliver collaborative patient-family centered care

Assets:

- Minimum of one year experience with reception and general office duties
- Experience scanning and uploading client documents
- Medical terminology education
- Experience working in a team environment
- Ability to provide bilingual clinical services
- Working knowledge of electronic medical record systems such as MedAccess

Additional Notes:

Technological advancement within our electronic medical record system enable coordinated remote waitlist management, booking and correspondence. The ASP in this position will provide off-site support and consultation to other locations such as Dartmouth General, QEII Dickson and King's Regional Rehabilitation Centre.

To apply, please submit your resume, cover letter, three references via Career Beacon at:

<https://www.careerbeacon.com/en/job/1567337/nova-scotia-hearing-and-speech-centres/administrative-support-professional/halifax>

Note – All offers of employment will be conditional upon results of, vulnerable sector search and child abuse registry search, policy sign-off, and references – all to be satisfactory to the employer. Only those applicants chosen for an interview will be contacted.