



JOB DESCRIPTION

Job Title: Administrative Assistant
Job Location: Victoria (BC) Canada

Work Type: 21/h / week /Temporary
Closing Date: May 7, 2019

BACKGROUND

Doctors of the World Canada (DoW) is an independent international voluntary movement working at home and abroad. Through innovative medical programs and evidence-based advocacy we empower excluded people and communities to claim their right to health while fighting for universal access to healthcare. In April 2018, Doctors of the World (DoW) launched a mobile clinic to deliver primary health care to those living on the streets in Victoria BC. We work together with local organizations and health institutions to provide essential health services, education and harm reduction to the city's most vulnerable people.

OVERALL PURPOSE

The administrative assistant is responsible for managing volunteers, schedules distributed to community partners, as well as organizing various meetings. The Administrative Assistant will support the Operations Coordinator in Victoria and will work in close collaboration with the Senior Advisor for Strategic Partnerships in Victoria.

RESPONSIBILITIES AND TASKS

- *Maintain good relations with the beneficiaries, partners, donors and outreach*
- *Team coordination and management (volunteers)*
- *Financial management, purchases and inventory*

Activities

- Receive and return calls
- Prepare meeting minutes and conduct follow up
- Organize committee meetings and take notes
- Ensure nursing tools are up to date and current
- Replenish documents, brochures and leaflets in the mobile clinic
- Manage laboratory reports
- Ensure various forms used by nurses and social workers are printed and ready for use
- Support the development of university research projects
- Oversee usage and analyse the EMR
- Compile nursing statistics
- Produce statistical and explanatory field reports every three months
- Supervise, coordinate and participate in the writing of donor reports, the budget review exercise and DoW's annual activity report
- Create, modify and share the mobile clinic schedule in agreement with community partners
- Assist in preparing English content for social media networks

WORKING CONDITIONS

- Part-time (21 hours / week)
- Salary is competitive and will be discussed with the selected candidate
- Must be authorized to work in Canada
- Fixed-term position
- The initial contract is until March 31, 2020 renewable subject to availability of funding.

JOB REQUIREMENTS

QUALIFICATIONS

- College diploma in administration or management or other relevant training
- Minimum of one year of experience in administrative tasks

KNOWLEDGE AND SKILLS

- Solid understanding of the determinants of health
- A genuine interest and understanding of substance abuse and harm reduction
- Knowledge of the medical environment
- Knowledge of community service and/or health agencies in Victoria
- Excellent knowledge of Ms-Office and excel platforms
- Excellent spoken and written English
- French is an asset
- Ability to work in a multidisciplinary team
- Understanding of EMR (MedAccess) an asset

Please send your resume along with a letter stating the reasons for your application to info@medecinsdumonde.ca, before **May 7, 2019**. We support the principle of employment equity. We regret that only short-listed candidates will be contacted to schedule an interview.

April 18, 2019