

The Local Health Integration Networks (LHINs) are transforming healthcare in Ontario. Responsible for planning, coordinating, integrating and funding health services, LHINs are geographically located across the province.

The **LHIN Shared Services Office (LSSO)** and **LHIN Collaborative (LHINC)** support the provincial LHINs. The LSSO provides shared services to the LHINs, including information technology operations and support, payroll processing and support, and finance and human resources support. The LSSO also manages a portfolio of projects of collective interest to the LHINs. The LHINC is a new initiative that supports the LHINs in: fostering engagement of the health service provider community in support of collaborative and successful integration of the health care system; their role as system manager; where appropriate, the consistent implementation of provincial strategy and initiatives; and, the identification and dissemination of best practices.

We are currently seeking a highly organized, flexible and professional individual to fill the position of:

Executive Assistant

Supporting both the Executive Director of the LHINC and the Executive Director of the LSSO, you will:

- setup and coordinate all administrative operations for the office of the ED, LHINC and ED, LSSO;
- provide secretariat support to the LHINC Council;
- coordinate critical issues management including briefings of each respective ED;
- maintain effective working relationships with provincial LHINs, ministry officials and external stakeholders;
- maintain calendars, appointment schedules and make travel arrangements;
- prepare correspondence and communication;
- participate on planning groups and committees; and,
- undertake special projects as required.

Qualifications: Extensive experience providing executive administrative support; superior oral and written communication skills; excellent relationship management skills with all levels of staff and stakeholders; strong political acuity; superior organization and coordination skills; advanced computer skills i.e. Microsoft Word, Excel, PowerPoint, Outlook; and post-secondary education/training in business or a health-related discipline. Experience and training in a health-related environment is desirable.

Location: Toronto, Ontario

Please forward your application via email to eahinc@hrassociates.ca by October 2, 2009. For more information, please visit www.hrassociates.ca or call Genevieve Fernandes at 416-237-1500 ext.228.

Compensation includes competitive salary, pension and benefits plan.

