



1.0 FTE Project Assistant

Improving our healthcare experience together – where people are heard, care is connected, and whole health is possible for everyone

The Middlesex London Ontario Health Team is seeking a dynamic individual passionate about healthcare system improvement to work effectively with Middlesex London OHT staff, members, and stakeholders in the role of Project Assistant. Ontario Health Teams (OHTs) are developing across the province to better connect care. The Middlesex London OHT is a local committed team of health and social service providers and community members who are dedicated to better connecting and improving equitable access to healthcare across Middlesex London.

Working with: Clinical Lead (Primary Care), Clinical Lead (Specialty Care), the London Middlesex Primary Care Transformation Lead, Middlesex London OHT Lead, the Middlesex London OHT Operations Team

The Project Assistant will provide **administrative** and **project support** to the Clinical Lead (Primary Care), Clinical Lead (Specialty Care), the London Middlesex Primary Care Transformation Lead, and various provider partners that are actively engaged in Middlesex London OHT initiatives/improvements. Additionally, this individual will work closely with the OHT Primary Care cluster representatives and London Middlesex Primary Care Alliance (LMPCA) Executive to ensure coordination of primary care-related clinical improvement implementation efforts across the OHT.

Key Duties:

- Drafting, editing, and finalizing OHT documents related to engagement, planning work, and implementing improvements (e.g., slide decks, briefing notes, work plans, terms of reference, memos, surveys)
- Coordinating schedules and meetings with clinical partners, developing meaningful agendas, and facilitating synchronous and asynchronous planning, discussion, engagement, and feedback
- Tracking, documenting, and communicating project updates; both written and verbal on progress, potential issues, and successes with key stakeholders
- Supporting project work by communicating timelines and following up with prompts and reminders to ensure deadlines are met and to maximize productivity.

Key Competencies

- Exceptional organizational and prioritizing skills (ability to organize work, yet adapt to changing priorities and meet timelines)
- Exceptional ability to take key concepts and create drafts
- Demonstrated ability to organize information in a way that others can understand and respond to
- Demonstrated ability to take initiative to advance project work (proactively address potential risks/issues)
- Excellent communicator, collaborative working style and a team player
- Keen attention to detail and aptitude for problem-solving
- Able to work effectively with a diverse group of clinical and non-clinical stakeholders in diverse organizations

- Self-directed and highly motivated with superb interpersonal and communication skills (both written and oral), with a strong ability to build and support numerous stakeholder relationships
- Relentlessly focused on ensuring patient/client, caregiver, and provider partners have a central role in design, planning and decision making.
- System thinker with understanding and appreciation of the importance of clinical engagement and leadership in health system integration, design, planning and implementation.

Qualifications and Experience

- **Minimum of 3 years** experience working with health care setting and in an administrative role (preferred)
- A post-secondary degree, diploma or certificate in business administration, office administration or an executive secretary program or equivalent
- Extensive experience with Microsoft Office products (e.g., Word, PowerPoint, Excel, Outlook, MS Teams)
- Excellent problem-solving skills, negotiation, issues management, organizational, project management, decision making and analytical skills
- Ability to manage competing demands and meet demanding timelines.
- Highly skilled and comfortable running/troubleshooting technology (i.e, virtual meetings)
- Previous work and/or passion for population health management, health equity, quality and process improvement, and digital health.
- Must have access to reliable transportation as travel between sites is required
- This role may require candidate to be on site at various London locations

Salary: \$50,000-\$65,000 (commensurate with experience)

Please send your letter of interest and resume to: Interested candidates are invited to submit a letter of interest and resume no later than December 20 at 4:00 PM. The successful candidate will be required to undergo a criminal background check and medical screening. To be eligible to apply you must have a Social Insurance Number and in some cases a valid work permit and must provide proof of completed COVID vaccine series with QR code (two vaccines with second dose received more than 14 days ago).

While we thank all applicants, only those under consideration will be contacted for an interview.

Middlesex London Ontario Health Team is an Equal Opportunity employer that is committed to an inclusive, safe, accessible, diverse, and respectful environment for all that is free of discrimination and harassment. We encourage and welcome all applicants including, but not limited to a broad range of cultural, national, and ethnic origins, racial, religious, gender identities and expression, as well as people of all ages, marital/family status, and those with disabilities to apply. Please contact julie.goodchild@thamesvalleyfht.ca if you require assistance with an accommodation.