



## Board Administrative Assistant

### JOB POSTING

<b>Department:</b>	Administration	<b>Employee Group:</b>	Permanent Part-Time
<b>Posting #:</b>	ADM PERM PT 2023-01	<b>Classification:</b>	Non-Union
<b>Application</b>		<b>Hours/Week:</b>	30 hours per week
<b>Deadline:</b>	TBD		
<b>Start Date:</b>	ASAP		
<b>Details:</b>	<b>Submit Resume and Cover Letter</b>		

Holland Christian Homes is seeking an enthusiastic and qualified Board Administrative Assistant to join our team!

This position will support the board and board committees to ensure they meet their fiduciary obligations, including Building Committee, Care Committee, Finance Committee and Governance & Nominating Committee. Responsibilities include supporting board meetings, retaining records using the board portal, and, organizing events and retreats including the annual general meeting.

#### Organization Background:

Holland Christian Homes Inc., is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere. It consists of two long term care homes and 6 assisted living/independent living apartment towers located in Brampton.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who deliver care using a holistic approach to provide quality care and quality of life to individuals.

#### Specific Responsibilities include:

- Schedule all board meetings at the direction of the board chair. Ensure calendar invites sent to all participants.
- Work with the board and committee chairs to ensure the board package is distributed no less than seven days in advance of each board meeting.
- Review the minutes of the previous board meeting to ensure the board package includes all promised follow up information and documents. Follow up with the board or committee chair as necessary to resolve.
- Attend all board meetings and take minutes.
- Forward draft minutes to the board chair within 7 days for review and edits.
- Forward proposed minutes to the board within 14 days of the board meeting.
- Ensure all board and committee minutes, compliance forms, board resolutions and other key documents are properly filed and maintained in the board portal.
- Maintain the directory of board members, reflecting the end of directors' terms and directors' re-electability.
- Curate the board portal, to ensure it contains all current key documents (Letters Patent, Bylaws, strategic plan, terms of reference, committee minutes, board policies, etc.).
- Ensure all directors have valid police checks in place, and are current with membership fees, volunteer badges, etc.
- Work with the Board Chair and CEO's office to schedule the AGM and mail information and ballots. Request information from committee chairs (Finance, Governance/Nominating) and set deadlines for them.
- Support the Governance Committee in organizing board retreats and educational events.
- Other duties as assigned.



### **Qualifications:**

- Experience working in a legal office or as a committee secretary required.
- Post-Secondary education in a related discipline (Business, Administration) or related experience.
- 2 + years' experience in a similar role.
- Some accounting knowledge would be an asset.
- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- High competency with MS Office programs (MS Word, Excel, PowerPoint) and Outlook.
- Strong communications skills, both verbal and written.
- Excellent judgement and discretion.
- Demonstrated success in communicating with all levels of the organization that includes communicate effectively with staff, managers, tenants, families/visitors and the general public.
- Exceptional interpersonal and customer service skills.
- Exceptional organization and prioritization skills, together with attention to detail and accuracy.
- Ability to meet deadlines and work within a team environment.
- Excellent problem solving, conflict resolution, and decision-making skills.
- Good judgment skills and the ability to handle and maintain confidential information.
- Ability to be proactive and take initiative where required.
- Ability to effectively handle multiple tasks simultaneously.
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Demonstrated ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with residents, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.
- Ability to understand and/or speak the Dutch language is an asset.
- Satisfactory Vulnerable Sector Screening.
- Evidence of a negative TB Test and up to date immunizations.
- Full Covid-19 vaccination.

**Interested and qualified applicants should forward a Resume and Cover Letter prior to the posting deadline to: [jobs@hch.ca](mailto:jobs@hch.ca)**

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*The Job Description will adhere to all applicable laws and regulations*

**Disclaimer:** In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.