

Administrative Coordinator -Part time Cavendish Users' committee

The administrative coordinator supports 4 Residents' Committees of long-term care facilities (Henri-Bradet, St-Andrew, St-Margaret and Father-Dowd) of the CIUSSS West-Central Montreal by carrying out administrative tasks.

Residents' Committees are made up of seniors who are residents of the facility, family members and volunteers from the community. Their mandate is to advocate for the collective and individual rights and interests of the residents to management or government and to promote continuous improvement in the quality of care and services. The coordinator will work closely with the Chairperson of each Residents' Committee.

RESPONSIBILITIES

- In collaboration with the Residents' Committee chairs:
 - develop and submit an annual action plan for each residents' committee;
 - develop and submit a plan to recruit new members;
 - prepare the annual report of each committee;
 - organize the annual general meeting of each committee.

- Perform several of the following tasks if required by the Residents' Committees:
 - Organize residents' committees meetings, prepare agendas and take notes at meetings.
 - Manage the email box and forward relevant information to members.
 - Manage the mailing list of residents.
 - Coordinate and distribute promotional material (leaflet, poster) and participate in its updating, if necessary.
 - Organise welcome visits to new residents to inform them of the role of the Residents' Committee.
 - Organise with the committees information activities for residents.
 - Assist residents in resolving dissatisfactions or complaints.
 - Performing any other related duties.

- Collecting from the CIUSSS Users' Committee relevant government policies and guidelines regarding long-term care residential centre as well as internal CIUSSS policies; making members aware of these policies and advising committees during internal policy reviews on possible improvements to be made.

SKILLS AND ABILITIES REQUIRED

- College or university degree in the secretarial or humanities field.
- Proficiency in Microsoft Office (PowerPoint, Word, Excel), Outlook and Publisher

- Relevant work experience, for example in clerical work or in a community organization.
- Strong organisational skills. Ability to multi-task.
- Excellent communication skills in English and an intermediate level in French.
- Good writing skills (emails, reports) in English and French.
- Good teamwork skills and ability to establish harmonious relationships with residents, volunteers and staff.
- Strong interest in working with seniors and in the health and social services network.
- Be autonomous and have initiative.

NATURE OF POSITION: Contract work, part-time, annually renewable contract.

HOURS: 14 hours per week. 48 weeks per year.

Occasional availability in the evening may be required.

WORK LOCATION: CLSC René-Cassin (Côte-St-Luc)

The person will be asked to travel to the 4 CHSLDs located in Côte-St-Luc, Notre-Dame-de-Grâce, Westmount and Côte-des-Neiges. Transportation costs are reimbursed.

SALARY: \$25 per hour

HOW TO APPLY: Send your resume and a letter of introduction to:
president-cavendishuc.ccomtl@ssss.gouv.qc.ca

DEADLINE TO APPLY: SEPTEMBER 19, 2022 AT 4 PM