



POSITION:

Clinical Administrative Assistant

SALARY:

\$31.29 - \$38.04 CDN per hour [Band 4]

EFFECTIVE:

Immediately

JOB TYPE

Non-union, permanent full time.

SUBMISSION:

Qualified candidates are invited to forward their resume and cover letter, in confidence, via email to: HR@cassellholme.on.ca – attention to Tiffany Chapman, HR Coordinator

POSTING DETAILS:

There are three [3] pages in this job description.

We are looking to interview and fill this position as soon as possible.

POSITION SUMMARY:

Reporting to the Director of Care, the Clinical Administrative Assistant provides comprehensive administrative and organizational support to the Director of Care, Medical Director, prescribing team, and Clinical Services department.

Established in 1924, Cassellholme has built a tradition of excellence in seniors' care. We have created a home environment that is sensitive to the needs and personality of each Resident. Our 240-bed Long-Term Care facility also provides home care and assisted living services in the District of East Nipissing. With more than 350 dedicated staff, Cassellholme is one of the largest employers in North Bay.

DUTIES AND RESPONSIBILITIES:

- ▶ Coordinate calendars, meetings, educational sessions, and administrative activities.
- ▶ Prepare agendas, minutes, correspondence, reports, presentations, and other administrative documents.
- ▶ Track departmental priorities, action items, deadlines, and maintain organized electronic and paper records.
- ▶ Coordinate physician and nurse practitioner onboarding, credentialing, scheduling, and ongoing documentation.
- ▶ Support admissions, resident transfers, staff education, clinical recruitment, and other departmental initiatives.
- ▶ Maintain departmental policies, records, and clinical documentation while ensuring confidentiality and compliance with privacy legislation.
- ▶ Serve as a key administrative liaison with physicians, residents, families, staff, and external partners.
- ▶ Utilize Microsoft Office, Outlook, Teams, PointClickCare (PCC), and other healthcare systems to support departmental operations.

QUALIFICATIONS, SKILLS AND ABILITIES:

- ▶ Diploma or certificate in Office Administration, Business Administration, Medical Office Administration, or a related field.
- ▶ Minimum two (2) years of administrative experience, preferably in healthcare or long-term care.
- ▶ Proficiency with Microsoft Office (Word, Excel, Outlook, Teams, and PowerPoint); experience with PointClickCare is an asset.
- ▶ Excellent organizational, communication, and time management skills with the ability to manage competing priorities.
- ▶ Demonstrated professionalism, discretion, attention to detail, and commitment to confidentiality.
- ▶ Exceptional organizational skills with outstanding attention to detail.
- ▶ Ability to manage multiple priorities while consistently meeting deadlines.
- ▶ Strong interpersonal and relationship-building skills.
- ▶ High degree of initiative, accountability, and follow-through.
- ▶ Ability to work independently while contributing effectively as part of a collaborative clinical leadership team.
- ▶ Commitment to providing exceptional administrative support in a resident-focused healthcare environment.

CASSELLHOLME'S COMMITMENT TO YOU

Cassellholme is an equal opportunity employer. We are committed to building a workforce that reflects the communities we serve and to promote a diverse, inclusive, and accessible workplace. We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's Human Rights Code. Applicants are encouraged to make their needs known to Human Resources in advance.

*Qualified candidates are invited to forward their resume and cover letter,
in confidence, via email to: HR@cassellholme.on.ca*

*All applications are to be submitted to the attention of Tiffany Chapman, HR Coordinator
with a cover letter by 12:00 p.m. on July 29, 2026.*

*We sincerely thank all candidates for their interest.
Only those selected for an interview will be contacted.*