

## Lambton County

Caring, Growing, Innovative

---

### Program Support



Job Number:	J0917-0170
Job Title:	Program Support
Position Status:	Temporary Full Time
Union:	CUPE 1291
Division:	Public Health Services
Facility:	Lambton Public Health
City:	Point Edward, Ontario, Canada
Number of Positions:	1
Hours of Work:	Monday to Friday, 8:30 am to 4:30 pm
Wage Rate:	\$22.75 - \$25.48/Hour
Date Posted:	October 16, 2017
Closing Date:	October 22, 2017
Starting Date:	November 13, 2017

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 26 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

#### **POSITION OVERVIEW**

Program Support provides clerical and general office support for all program areas in the Department, including reception-related functions.

#### **DUTIES AND RESPONSIBILITIES**

Administrative Duties:

- Enter data for program, staff and statistical evaluations into computer data bases
- Review and update website
- Type, copy, and file all correspondence, reports, minutes, memos, manuals and forms for the program, accurately and on a timely basis
- Compile necessary information for month end reports
- Open and date-stamp all incoming program mail and post all outgoing mail
- Maintain program area files in accordance with the Supervisor/Manager's preferences
- Ensure files, manuals, mailing lists, and resource lists are up-to-date
- Responsible for daily mail distribution
- Make travel and conference arrangements as required
- Register clients for classes and correspond with school guidance counsellors and clients with prenatal schedule and topics
- In collaboration with program staff and the resource co-ordinator, prepare pamphlets, flyers, posters, newsletters, display boards and presentation materials as required
- Receive payments and issue receipts
- Pay invoices, order materials as needed

Reception Duties:

- Receive visitors, determine their needs and direct them accordingly

- Provide reception/switchboard relief on a rotating basis

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: Not applicable

Indirect Supervision: Not applicable

Functional Authority: Not applicable

### **QUALIFICATIONS**

Minimum Formal Education:

- Completion of Grade 12 plus one year Community College certificate in Office Administration

Experience:

- One year experience required

A valid Ontario driver's license and use of a vehicle.

[View Disclaimer](#)

---

The County of Lambton is an equal opportunity employer servicing our diverse communities. The County of Lambton is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. Although we appreciate all applications, only those selected for an interview will be contacted.

Personal information required by this posting/advertisement is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, CHAPTER M.56, as amended. The treatment, storage and handling of personal information is governed by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, CHAPTER M.56, as amended and will be used in reviewing applications. Questions about this collection should be directed to the Corporate Manager, Human Resources, County of Lambton, 789 Broadway Street, Box 3000, Wyoming, Ontario N0N 1T0. Phone 519-845-0801 or Toll-free at 1-866-324-6912.

---

[Apply for this job](#)