

# Program Assistant



## What do you like best about your job?

I enjoy working with an incredible and supportive team, the programs that I support and the variety of tasks/assignments.

## Describe your typical day?

Every day is different. I could be setting up teleconference/webinars, taking minutes at meetings, scheduling meetings, pulling files for Infection Control/Communicable Diseases, assisting with a food recall, data entry, creating letters, completing file searches and working on program projects with the team.

## How are you making a difference?

I believe I am making a difference with my positive attitude and creating an environment where people are included. I am always willing to assist those who I work with and the public.

## What do you like about working or living in Waterloo Region?

I like working and living in Waterloo Region because it is close to home and the area offers a mix of modern cities and beautiful countryside. The region has historic landmarks, a broad selection of excellent restaurants, thriving farmers' markets, museums and exceptional access to quality post-secondary education institutions, such as the University of Waterloo, Wilfrid Laurier University and Conestoga College.

## Why did you choose to work for Region of Waterloo Public Health and Emergency Services?

During my last year at Conestoga College, I had to complete a student placement and I chose Region of Waterloo Public Health because of their reputation. My placement here at Public Health was an amazing experience from the people I worked with, the work environment and helping people from all walks of life. From that point on I was determined to keep working in Public Health.



## What would you tell someone considering a career in Public Health?

If you were considering a career in Public Health, you can look forward to working in a great environment offering many opportunities. You get to work with intelligent people, the public, community partners, and stakeholders. The people in Public Health are supportive, encouraging and you build an abundance of knowledge and skills. Every day you are always learning something new and meeting new people.

### Areas you could work in:

- Central Resources
- Child and Family Health
- Paramedic Services
- Health Protection and Investigation
- Healthy Living
- Infectious Disease, Dental and Sexual Health

### Qualifications You Need:

- Grade 12 diploma plus two years of related office experience or an equivalent combination of education and experience
- Computer skills
- Customer service skills

### Wage/salary range:

- Approximately \$42,000 to \$50,100 annually (2015 rates)

### Related positions at Public Health and Emergency Services:

- Administrative Assistant
- Clerk II Dental
- Clerk III (PH Reception)
- Dental CINOT/OW Assistant
- Information Assistant
- Library Assistant
- Library Technician
- Relief Clerk
- Resource Inventory Assistant



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## Region of Waterloo Public Health and Emergency Services

519-575-4400, TTY: 519-575-4608

[www.regionofwaterloo.ca/ph](http://www.regionofwaterloo.ca/ph)

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