



POSITION DESCRIPTION

POSITION TITLE:	ADMINISTRATIVE ASSISTANT – AUDIOLOGY /CHILDREN’S THERAPY INITIATIVE
DEPARTMENT:	ALLIED HEALTH
CLASSIFICATION:	AY2
UNION:	MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL MANAGER, ALLIED HEALTH SERVICES
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Regional Manager, Allied Health Services, the Administrative Assistant is responsible for providing administrative/ clerical support for the day to day operations of the Audiology/ Children’s Therapy Initiative. The position of Administrative Assistant – Audiology/ Childrens’ Therapy Initiative functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Act as a point of intake for the Interlake – Eastern Regional Health Authority’s Children’s Therapy Initiative.
- Coordinates referrals for Speech Language Therapy, Physiotherapy, Occupational Therapy and Audiology services.
- Coordinate referrals for fly in communities.
- Assign referrals to appropriate clinicians.
- Manages waitlist.
- Data entry into data base.
- Maintain statistical records.

- Maintain hard copy files.
- Provide administrative support to program coordinator and clinicians
- Disseminate information to program team
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 or equivalent
- Completion of an Administrative Assistant/ Secretarial course from a recognized accredited institution is required

REQUIRED KNOWLEDGE:

- Knowledge of therapy programs related to children

EXPERIENCE REQUIRED:

- Two to three years' experience is required
- Proficiency in computer applications, in particular Microsoft Office
- Data Entry (accuracy of reporting is of prime importance)

SKILLS/COMPETENCIES:

- Demonstrates excellent communication skills, both written and oral
 - Demonstrated organizational skills
 - Ability to prioritize and meet deadlines
 - Ability to maintain positive working relationships in a team based working environment
 - Demonstrated ability to display professional conduct at all times when dealing with the internal and external partners
 - Ability to work with minimal supervision
 - Ability to maintain confidentiality with access to sensitive information
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.

- May be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
April 2017
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.