



POSITION DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT – ACUTE CARE PROGRAM

DEPARTMENT: ACUTE CARE

CLASSIFICATION:

UNION: NON-UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR OF ACUTE CARE – EMERGENCY ROOM AND MEDICINE

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Reporting to the Regional Director – Acute Care – Emergency Room and Medicine, the Administrative Assistant – Acute Care is responsible for secretarial, clerical and other administrative support for the Interlake-Eastern Regional Health Authority’s Acute Care Program and Acute Care Education Program as required. The position of Administrative Assistant – Acute Care functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Provides administrative support to the Acute Care Program and the Acute Care Education Program
- Maintains Directors’ calendar
- Develops and maintains an effective information management system, ie filing system and filing of documents
- Types correspondence, reports, forms and other documents of a confidential nature.
- Photocopying, compiling information for training programs, assembling training manuals, agendas, arranging meetings and taking, transcribing and distributing minutes as requested.
- Coordinates the arrangements for educational sessions.

- Assists in processing registrations and applications for funding for education sessions.
- Assists in the development and maintenance of records and databases for multiple datasets within the education and infection prevention and control program.
- Enters and summarizes data into computer programs, reviews data for accuracy and completeness, and prepares tables, graphs and reports.
- Assists in the compilation of multiple reports related to information collected for education, and additional reports as requested.
- Researches, orders and distributes reference materials for IERHA facilities.
- Development and distribution of education session information and brochures, including publicizing on the INET.
- Orders and controls distribution of office supplies and materials for the office.
- Participate in organizational development activities as required.
- Undertakes special projects for the Acute Care Education Program and the Acute Care Program as required.
- Collates information from data collection tools.
- Reserves rooms and catering for educational sessions and for meetings at the Director's request.
- 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.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 or equivalent.
- Completion of a recognized administrative/secretarial program preferred, or a suitable combination of education and experience.

REQUIRED KNOWLEDGE:

- Demonstrated ability using Microsoft Office including; word, Excel, Access, Power point, intranet and email, etc. required.
- A working knowledge of Internet search techniques.

EXPERIENCE REQUIRED:

- Two (2) years recent related experience is required.
- Experience working with health care information in a computerized environment preferred.
- Ability to demonstrate creativity in presentation development

SKILLS/COMPETENCIES:

- Accurate typing skills with a minimum of 60 words per minute.

- Accurate data entry skills required.
- Self-starter with the ability to work independently with minimal supervision. Must be able to exercise initiative and independent judgment in determining work priorities.
- Good organizational, analytical and interpersonal skills with demonstrative ability to communicate effectively, both verbally and in writing with staff, outside agencies and the public required.
- Ability to work with a variety of sensitive information and maintain confidentiality.
- Ability to work under pressure and meet deadlines.
- Ability to work with frequent interruptions.
- Good physical and mental health to meet the demands of the position.
- Maintain positive working relationships in a team based environment.
- 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.

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.
- Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
- 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.
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Created: July 2014
Date

Revised: _____
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.