



POSITION DESCRIPTION

POSITION TITLE:	ADMINISTRATIVE ASSISTANT – PRIMARY CARE, MENTAL HEALTH & ADDICTIONS AND INDIGENOUS HEALTH
DEPARTMENT:	PRIMARY CARE, MENTAL HEALTH & ADDICTIONS AND INDIGENOUS HEALTH
CLASSIFICATION:	
UNION:	NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	DIRECTOR, HEALTH SERVICES – PRIMARY CARE, MENTAL HEALTH & ADDICTIONS AND INDIGENOUS HEALTH PROGRAMS
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Administrative Assistant – Primary Care, Mental Health & Addictions and Indigenous Health will provide day to day administrative and clerical support to the assigned departments. The incumbent is expected to exercise initiative and judgment in work methods to be employed and action to be taken in support of departmental objectives. The Administrative Assistant 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:

- Provides confidential day to day administrative and clerical support to assigned programs and committees;
- Provides meeting support to assigned committees, including meeting preparation/ organization and the recording and production of minutes and follow up actions;
- With assistance and direction, plans, coordinates and participates in the support of significant regional and program-specific projects (ex. accreditation, budget and variance review, equipment planning, policy development, proposals, etc.)
- Prepares draft correspondence, reports, briefing notes, and other documents as required;

- Types and formats presentations, policies, pamphlets, forms, letters, reports, meeting minutes, etc as required;
- Provides personnel management support including position configuration and job posting requests, development of job descriptions, interviewing, collection and submission of employment forms, etc;
- Assists with the departments calendars/scheduling;
- Collects, organizes and submits statistical data as requested/required;
- Responds to internal and external inquiries;
- Liaise with internal and external stakeholders on behalf of the assigned programs/committees
- Participates in personal and organizational development activities as required.
- 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:

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

REQUIRED KNOWLEDGE:

- Demonstrated ability using Microsoft Office including; Word, Excel and PowerPoint.

EXPERIENCE REQUIRED:

- Two (2) years' experience working in an administrative assistant role in a health care environment.

SKILLS/COMPETENCIES:

- Accurate typing skills with a minimum speed of 50 wpm.
- Excellent communication skills.
- Ability to self-start and work with minimal supervision.
- Ability to work under pressure and meet deadlines.
- Ability to work with frequent interruptions.
- Ability to organize and prioritize tasks in order of importance.
- Ability to work with a variety of sensitive information and maintain confidentiality.
- Mentally and physically able to perform duties as outlined.
- 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.
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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.
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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: November, 2016
Date

Revised: June 2022
Date

Approved by: _____
Regional Manager/ Supervisor _____ Date _____

Approved by: _____
Regional Lead/ CEO _____ Date _____

Reviewed by: _____
Regional Lead, 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.