



POSITION DESCRIPTION

POSITION TITLE:	ADMINISTRATIVE ASSISTANT – SENIORS SUPPORTS
DEPARTMENT:	HOME CARE
CLASSIFICATION:	ADMINISTRATIVE SECRETARY 2 (AY2)
UNION:	MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	MANAGER HOME CARE SENIORS SUPPORTS
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Manager Home Care Seniors Supports, the Administrative Assistant - Seniors Supports is responsible for providing administrative and clerical support for the day-to-day operations of the Seniors Supports portfolio. The position of Administrative Assistant - Seniors Supports 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:

- Reception and telephone answering duties include handling routine requests or referring individuals to proper resources.
- Completion of Supportive Housing & Elderly Persons Housing admission forms and other related material.
- Completion of tenancy renewal forms for Supportive Housing and Elderly Persons Housing RHA owned facilities.
- Completion of welcome packages for Supportive Housing.
- Update and share client identifier photo/information form with relevant building staff.
- Responsible for organizing tenant meetings, preparing notices, taking and circulating minutes.

- Tour potential clients and families through Supportive Housing & Elderly Persons Housing buildings owned by RHA.
- Responsible for preparing building related communication to tenants and/or families in the form of poster or letters, etc.
- Responsible for entering data and maintaining current statistics for community programs.
- Address all correspondence to be sent out by mail.
- Order, receive and distribute Supportive Housing recreation / office supplies.
- Assist with photocopies, faxes and filing.
- Attends related health facility committees as required. Ex. Workplace Safety and Health, Accreditation.
- Attendance and participation in strategic planning and team meetings.
- 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.

REQUIRED KNOWLEDGE:

- Proficiency in computer applications, in particular Microsoft Office and Excel.
- Data Entry (accuracy of reporting is of prime important).

EXPERIENCE REQUIRED:

- Two to three years of related experience is required.

SKILLS/COMPETENCIES:

- Ability to operate standard dictating and office equipment.
- Excellent oral and written communication skills.
- Demonstrated organizational skills.
- Ability to maintain positive working relationships in a team-based environment.
- Demonstrated ability to display professional conduct at all times when dealing with fellow staff members, public, board members, etc.
- Ability to prioritize and meet deadlines.
- Demonstrated attentiveness to detail to ensure high level of accuracy.
- Ability to maintain confidentiality with access to sensitive information.
- Valid Class 5 Manitoba driver's license
- 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.
 - Will 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: April 2021
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
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.