



POSITION DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: INFECTION PREVENTION & CONTROL/ ACUTE CARE

CLASSIFICATION: CLERK IV

UNION: MGEU – FACILITY SUPPORT

STD GRP.#

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CLINICAL TEAM MANAGER, ACUTE CARE & INFECTION PREVENTION & CONTROL

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Administrative Assistant is responsible for administrative and clerical support for the Interlake-Eastern Regional Health Authority's Infection Prevention & Control department and acute care. 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:

- Assists with the departments calendars/ scheduling as required
- Develops and maintains an effective information management system, i.e. filing system and filing of documents (paper and electronic)
- Provides administrative support for the Infection Prevention & Control program. i.e. photocopying, compiling information, data entry etc.

- Prepares letters, reports and minutes as required
- Prepares draft correspondence, reports and other documents as required
- Arrange meetings including scheduling/notify participants, book meeting rooms, prepare agenda and support material as requested.
- Enters and summarizes data into approved computer applications, reviews data for accuracy and completeness, and prepares tables, graphs and reports
- Responsible for incoming and outgoing mail
- Purchase office supplies as required
- Maintains the security and confidentiality of files
- Participate in the development of policies and procedures as they relate to the program and their distribution
- Participates in personal and organizational development activities as required
- Provide staffing/scheduling functions for Stonewall Acute Care and Infection Prevention & Control
- Assists with reviewing of schedules for Acute Care, printing schedules, daily staffing sheets, and available shift reports for Stonewall Acute Care and Infection Prevention & Control
- Responsible for reviewing requests and, in consultation with the manager as required, award vacation in accordance with collective agreements.
- Work in partnership with the Selkirk Scheduling office to fill needs for site and program.
- 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:

- Completion of Grade 12 or equivalent
- Completion of a recognized administrative assistant program required.

REQUIRED KNOWLEDGE:

- Working knowledge of applicable collective agreements, HR policies, procedures and guidelines.
- Knowledge of QHR

EXPERIENCE REQUIRED:

- Recent related experience required.
- Experience with Microsoft Office Suite

SKILLS/COMPETENCIES:

- Accurate typing skills with a minimum speed of 50 wpm
- Excellent communication skills, including listening
- Ability to work with minimal supervision
- Ability to organize and prioritize tasks in order of importance
- Ability to maintain confidentiality
- Mentally and physically able to perform duties as outlined
- Valid Manitoba drivers 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 that may constitute a risk to patient safety.

Created: November 2020
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.