



POSITION DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT – HOME CARE, SENIORS & ALLIED HEALTH PROGRAM

DEPARTMENT: HOME CARE, SENIORS & ALLIED HEALTH

CLASSIFICATION:

UNION: NON-UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: DIRECTOR HEALTH SERVICES – HOME CARE, SENIORS & ALLIED HEALTH

POSITIONS SUPERVISED: N/A

POSITION SUMMARY

Reporting to the Director Health Services – Home Care, Seniors & Allied Health, the Administrative Assistant – Home Care, Seniors & Allied Health is responsible for secretarial, clerical and other administrative support for the Interlake-Eastern Regional Health Authority's Home Care, Seniors & Allied Health Programs and Services as required. The position 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 confidential day to day administrative and clerical support to assigned programs and committees;
- Maintains and coordinates Director's calendar and assists with the departments' calendars/scheduling;
- Provides personnel management support on behalf of the Director, including position configuration and job posting requests, development of job descriptions, interviewing, collection and submission of employment forms, coordination of performance appraisals, leave requests, employee time card verification reports, etc;
- Develops and maintains an effective information management system, i.e. filing system and filing of documents;

- Develops and maintains the Admin On Call requirements for leadership team ensuring program support & coverage;
- Prepares draft correspondence, reports, briefing notes, and other documents of a confidential nature as required;
- Photocopies and compiles information for education and training, orientation and ongoing communication within the portfolio;
- Provides meeting support to assigned committees, including meeting preparation/ organization and the recording and production of minutes and follow up actions;
- Assists in the development and maintenance of high-level records and databases for multiple datasets within the portfolio of Home Care, Services to Seniors and Allied Health;
- Enters and summarizes data into computer programs, reviews data for accuracy and completeness, and prepares tables, graphs and reports based on indicators and outcomes;
- Assists in the compilation of reports required for program data collection and submission;
- 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, including considerations for the Educator and Nursing Supervisors);
- Collects, organizes and submits statistical data as requested/required;
- Manages incoming and outgoing mail daily;
- Types and formats presentations, policies, pamphlets, forms, letters, reports, meeting minutes, etc as required;
- Participates in the development of policies and procedures as they pertain to the Home Care, Seniors & Allied Health portfolio;
- Maintains and monitors policy and procedure revisions, standardization of terminology & formatting;
- Provides mentoring and opportunities for cross training to other administrative assistant roles in the portfolio;
- Assists in creating, administrating and interpreting staff and client survey results;
- Provides assistance in distributing relevant information to the public, staff, clients as appropriate;
- Maintains program data base for clients under the Public Guardian & Trustee of Manitoba and helps support regional database for same;
- 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;
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services;
- 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.

KEY WORKING RELATIONSHIPS

- Director Health Services – Home Care, Seniors & Allied Health
- Clinical Team Managers – Home Care, Seniors & Allied Health
- Home Care Nursing Supervisors

- Regional Home Care Educator
 - Other Admin Assistants in the portfolio
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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 proficiency in Microsoft Office including; Word, Excel, Access, Power Point, intranet and email, etc. required.
- A working knowledge of Internet search techniques.
- A working knowledge of MicroSoft Teams platform.

EXPERIENCE REQUIRED:

- Two (2) years recent related experience is required.
- Experience working with health care information in a computerized environment preferred.
- Experience working with Director level material and communications preferred.

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.
- Excellent organizational, analytical and interpersonal skills with demonstrated 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.
- Maintain positive working relationships in a team-based environment.
- Valid Manitoba drivers license.
- Mental and physical ability to meet the demands of the position.
- 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.
- 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.

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 adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- 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

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: April 2023
Date

Revised: _____
Date

Approved by:  _____ May 29, 2023
Amanda Montefusco, Director, Health Services
Home Care, Services to Seniors, & Allied Health _____
Date

Approved by:  _____ June 1, 2023
Kate Hodgson, Regional Lead
Community & Continuing Care _____
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.