



## **POSITION DESCRIPTION**

**POSITION TITLE:** ADMINISTRATIVE COORDINATOR

**DEPARTMENT:** FACILITIES MANAGEMENT/ CAPITAL PLANNING

**CLASSIFICATION:**

**UNION:** NON UNION

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## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** DIRECTOR, FACILITIES MANAGEMENT/ CAPITAL PLANNING

**POSITIONS SUPERVISED:** NOT APPLICABLE

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## **POSITION SUMMARY**

The Administrative Coordinator will provide day to day assistant support for IERHA Capital Planning and Facilities Management Department. The incumbent is expected to exercise initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken. The Administrative Coordinator functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

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## **ESSENTIAL FUNCTIONS AND DUTIES**

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

- Provides confidential administrative support to IERHA Capital Planning/Facilities Management Department; ensuring comprehensive administrative management functions are maintained.
- Manages and coordinates schedules for applicable Capital Planning/Facilities Management Department.
- Organizational skills required to efficiently carryout multiple requests within the Capital Planning/Facilities Management Department.
- Assists with budget management for capital projects ranging in size from small infrastructure to major capital.
- Reviews and screens correspondence preparing, channeling or referring for response and action and ensuring completion or disposition.

- Drafts routine correspondence.
- Provides support activities related to assigned meeting/ committees. This is inclusive of meeting preparation/ organization and the recording and production of minutes and follow up actions.
- Types and formats policies, pamphlets, forms, letter, reports, etc. as required.
- Provides personnel management support (coordinates performance appraisals, leave requests, etc.)
- Provides contract management administrative support (coordinating contract legal reviews, signed approvals, etc.)
- Prepares data analysis and research for project proposals, business cases, evidence informed briefing notes, etc.
- Liaise with internal and external stakeholders on behalf of IERHA Capital Planning/Facilities Management.
- Prepares text and electronic presentations as required.
- Develops and maintains a central administrative filing system. Files (paper and electronically), as necessary and maintains the security and confidentiality of all files.
- Develops, prepares and implements policies and procedures as required related to the operation of the Program or Department.
- Implements a structured process to assess and meet Departmental needs, which includes problem identification and problem solving, and initiates change and/ or improvements in systems and processes.
- Participate proactively in teambuilding and professional development activities of peers and colleagues.
- Plans, coordinates and participates in the support of significant regional corporate projects (ex. Health Plan, Accreditation, Budget Process, Regional Policies, Proposals, etc.)
- Provides reception services.
- Purchases office supplies as required.
- Manages incoming and outgoing mail daily.
- 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, etc. required.

**EXPERIENCE REQUIRED:**

- Minimum three (3) years recent related experience is required.

**SKILLS/COMPETENCIES:**

- Accurate typing skills with a minimum 60 words per minute.
  - Self-start 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 the 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.
  - Valid drivers license.
  - Good physical and mental health 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.
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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.

Created: November 2022  
Date

Revised: \_\_\_\_\_  
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.*