



POSITION DESCRIPTION

POSITION TITLE:	ADMINISTRATIVE ASSISTANT
DEPARTMENT:	REGIONAL CANCER PROGRAM NAVIGATION
CLASSIFICATION:	AY2
UNION:	MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL DIRECTOR ACUTE CARE – CANCERCARE, OBSTETRICS, RENAL HEALTH AND DIALYSIS
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Administrative Assistant will assume day-to-day responsibility for the effective management and coordination of the activities of the Regional Cancer Program Hub Navigation Team office whose services include Nurse Navigation, Psychosocial Oncology, Family Physicians in Oncology, Medical and Surgical Leads, and Community Engagement Liaison. The focus of this position will be to support and help facilitate the work of the Cancer Navigation Team and the Regional Cancer Program Hub.

The Administrative Assistant will work in support of and in close collaboration with the Hub Navigation Team, Rural Navigation Lead, Supportive Care Coordinator and other stakeholders directly supporting IN SIXTY, the Cancer Patient Journey Initiative.

The Administrative Assistant will assist all regional Cancer hub Navigation Team members to foster effective coordination, knowledge sharing and communication between patients and Navigation Team members, Regional health care providers and members of the CancerCare Manitoba team.

The position functions in a manner that is consistent with and supports the mission, vision and values of Interlake Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Data entry into ARIA and paper charts as appropriate
- Review and manage electronic chart checks as required
- Ensure standardized check list tasks are complete
- Management of correspondence as required
- Scan documents into ARIA
- Track diagnostic results, access reports
- Responsible for reception and administrative duties which include:
 - the Central fax number and machine
 - Management of paper files
 - Fax and Copy documents and referrals as required
 - Update resource and contact lists
 - 1-800 numbers and e-mail
 - Answer phones, collect and document demographics
 - Print items e.g. labels
 - Organize meetings, invites, RSVPs
 - Prepare agendas, minute taking and transcription at team meetings
 - Ordering and ensuring distribution of standardized patient information, supplies, forms and resources
 - Manage drop-ins
- Complete and compile stats, data base entry
- Book Manitoba Telehealth meetings
- Set up appointments, managing calendars of Navigators, Psychosocial Oncologist Clinician to see patients, or FPO diagnostic clinic bookings as required
- Book fleet vehicles
- Types, formats and proofreads a variety of materials
- 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
- Administrative Assistant certificate or equivalent an asset

REQUIRED KNOWLEDGE:

- Comprehensive and current knowledge of Microsoft Office program
- Knowledge of ARIA or willingness to train

EXPERIENCE REQUIRED:

- Minimum three years in a senior office environment or health care facility preferred
- Experience with statistical data collection and program development preferred
- Experience with meeting preparation, agenda and minutes would be an asset

SKILLS/COMPETENCIES:

- Keyboarding speed of 50 WPM required
 - Excellent communication, interpersonal, analytical, collaborative and coordination skills
 - Must be capable of carrying out the duties of this position with diplomacy, sound judgment, tact and professionalism in a team environment
 - Experience in an oncology clinical setting and rural health care will be an asset
 - Ability to prioritize work, meet deadlines and manage interruptions in a high paced changing environment
 - Demonstrated ability to display professional conduct at all times
 - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
 - Valid drivers license
 - Demonstrated ability to meet the physical and mental demands of the job
 - 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.
 - May work occasionally evenings and weekends as necessary
 - 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: January, 2014
Date

Revised: January, 2016
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.