



POSITION DESCRIPTION

POSITION TITLE:	COMMUNITY ENGAGEMENT PLANNING CLERK - CANCER SCREENING OF UNDERSERVED POPULATIONS
DEPARTMENT:	ACUTE CARE – CANCER NAVIGATION SERVICES
CLASSIFICATION:	CLERK III
UNION:	MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CANADIAN PARTNERSHIP AGAINST CANCER PROJECT LEAD/
CLINICAL TEAM MANAGER – CANCER NAVIGATION SERVICES

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Community Engagement Planning Clerk, under the direction of the Clinical Team Manager of Cancer Navigation Services, is responsible for providing administrative/ clerical support for the day to day operations for the Cancer Screening of Underserved Populations project. The position of Community Engagement Planning Clerk is also responsible for the compilation, organization and dissemination of statistical and qualitative information; preparation of reports in a variety of formats; and the maintenance of paper and electronic files. The position of Community Engagement Planning Clerk 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:

- Develops and maintains an effective information management system.
- Planning and administrative support to the Cancer Screening/Canadian Partnership Against Cancer (CPAC) Project Lead, Project team and Community Engagement Liaison with Cancer Navigation Services.

- Provides assistance to the Cancer Screening/Canadian Partnership Against Cancer (CPAC) Project in advertising, distributing information to the public, staff etc.
- Enters statistical information into computer programs within specified timeframes, reviews information for accuracy and completeness. Uses organized information to prepare tables and graphs as needed.
- Responsible for organizing meetings – booking room and office equipment and events off site.
- Responsible for preparing notices, agendas, and taking/ circulating minutes as assigned
- Responsible for ordering various supplies. Ensures all appropriate documentation such as ordering, receiving and distributing supplies are completed in accordance with established regional policies; ensures invoices are coded to program standards.
- Establishes and maintains a filing system of all information and reports related to the Cancer Screening/ Canadian Partnership Against Cancer (CPAC) project.
- With assistance and direction creates spreadsheets in order to organize and monitor financial records and assist with reports for the Canadian Partnership Against Cancer project.
- With assistance, summarizes qualitative information and organizes it in computer files in a format compatible with the production of reports, tables and graphs.
- Assists with the preparation of additional reports requested by the Canadian Partnership Against Cancer Project Lead. This may include preparing graphic presentations, including notes.
- Performs related duties for Cancer Screening/Canadian Partnership Against Cancer (CPAC) Project Lead, Project team and Community Engagement Liaison with Cancer Navigation 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.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Post-secondary education preferred with a working knowledge of the following computer programs: word processing (Word), spreadsheets (Excel), presentations (Power Point), Manitoba Telehealth, internet, intranet and email.

REQUIRED KNOWLEDGE:

- Knowledge of OCAP® (Ownership, Control, Access and Possession) principles.
- Knowledge of cancer screening, cancer prevention, public/ population health and community mobilization.

EXPERIENCE REQUIRED:

- Two to three years of related experience required.
- Experience working with under-served populations.

- Experience with, and demonstrated understanding of First Nations, Metis and Inuit health issues and experience in respectfully working with First Nations, Metis and Inuit partners and stakeholders.
- Experience working with healthcare information in a computerized environment.
- Experience preparing formal reports, organizing meetings, agendas/ minutes.
- Experience working with databases.

SKILLS/COMPETENCIES:

- Ability to prioritize and meet deadlines.
- Demonstrated attentiveness to detail to ensure a high level of accuracy.
- Demonstrated analytical abilities.
- Excellent organizational and interpersonal skills with a demonstrated ability to communicate effectively, both verbally and in writing with staff, outside agencies and the public.
- Ability to work independently with minimal supervision.
- Willingness to adhere to principles of confidentiality.
- Ability to maintain positive working relationships in a multidisciplinary team based work environment.
- Ability to travel within the IERHA region as required.
- Valid Manitoba Class 5 driver's license.
- Ability to work flexible hours when required.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency in 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.
- May 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 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: February 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 position 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.