



POSITION DESCRIPTION

POSITION TITLE:	COMMUNITY WELLNESS PROGRAM PLANNING CLERK
DEPARTMENT:	COMMUNITY WELLNESS & CHRONIC DISEASE PREVENTION
CLASSIFICATION:	CLERK 3
UNION:	MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL MANAGER, DIRECTOR, COMMUNITY WELLNESS PROGRAM

POSITIONS SUPERVISED:

POSITION SUMMARY

The Community Wellness Program Planning Clerk, under the general direction of the Regional Manager Community Wellness & Chronic Disease Prevention program, is responsible for the planning and administrative support to the Community Wellness Team. Responsibilities include compilation, organization and dissemination of statistical and qualitative data; preparation of reports in a variety of formats; maintenance of web pages and on line documents; coordination and scheduling of classes, events, and special functions related to the program; and the maintenance of paper and electronic files. The position of Community Wellness Program 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:

- Organizes data in a computerized environment within specified timeframes.
- Create and populate spreadsheets and format presentations as required.
- Establishes and maintains a filing system of all hard data and reports related to the decision support activities of the RHA.

- Works in consultation with the Regional Manager Community Wellness and Chronic Disease Prevention Programs and the Primary Health Care Team, to organize, input and monitor statistics for evaluation
- With assistance, summarizes qualitative data and organizes it in computer files in a format compatible with the production of reports, tables and graphs.
- With assistance, creates new databases when required
- Responsible for updating web pages; intra-net pages; and the electronic newsletter
- Coordinates and responsible for registrations for classes, events, and special functions
- Responsible for central intake of client contacts in person, telephone, and email
- Assists with the preparation of additional reports requested by the supervisor. This may include preparing graphic presentations, including notes.
- Photocopy, fax and file as required.
- Responsible for organizing meetings – booking room and office equipment and mobile wellness events off site.
- Responsible for ordering various supplies for the Community Wellness Team.
- 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:

- Grade 12 required.
- Post-secondary education in an applicable program preferred.

REQUIRED KNOWLEDGE:

- Working knowledge of the following computer programs: word processing (Word), databases (Access), spreadsheets (Excel), presentations (PowerPoint), internet, intranet and email.

EXPERIENCE REQUIRED:

- Previous experience working with a broad variety of departments and programs
- Experience handling large databases
- Experience working with healthcare information in a computerized environment
- Experience preparing formal reports

SKILLS/COMPETENCIES:

- Responsible for providing excellent customer service to internal and external clients
- Excellent verbal and written communication skills.
- Analytical abilities
- Excellent organizational and interpersonal skills with 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 multi-disciplinary team based work environment
 - Ability to travel within the region as required
 - 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 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.
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Created: _____
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.