



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	ADMINISTRATIVE ASSISTANT II – AUDIOLOGY
<b>DEPARTMENT:</b>	ALLIED HEALTH SERVICES
<b>CLASSIFICATION:</b>	AY2
<b>UNION:</b>	MGEU – COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	REGIONAL MANAGER ALLIED HEALTH SERVICES
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

Under the direction of the Regional Manager, Allied Health Services, the Administrative Assistant II is responsible for providing administrative/clerical support for the day-to-day operations of Allied Health Services. The Administrative Assistant II position functions in a manner consistent with, and supports the Mission, Vision & 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 support to the regional Audiology program-coordinates central intake/referral and database management.
- Responsible to schedule appointments, prepare referral and report documents in collaboration with the audiologist
- Schedules appointments and follow-up with fly-in communities to arrange appointments with WRHA or Interlake-Eastern RHA.

- Develops and maintains effective information management systems using the Performance Reporting Measurement System (PMRS).
- Maintains client files – typing letters, filing, mailing out reports, archiving.
- Maintains databases - newborn screening, PMRS, regional audiology database.
- Provides administrative/clerical assistance to Allied Health Services as assigned including preparation//typing of routine correspondence, reports, minutes, forms and documents of a confidential nature.
- Attendance and participation in strategic planning and team meetings as required.
- 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 or equivalent
- Completion of an Administrative Assistant/Secretarial course from a recognized accredited institution is required

**REQUIRED KNOWLEDGE:**

- Proficiency in computer applications

**EXPERIENCE REQUIRED:**

- Two to three years related experience is required

**SKILLS/COMPETENCIES:**

- Demonstrates excellent communication skills - oral and written.
- Demonstrated organizational skills.
- Ability to prioritize and meet deadlines.
- Ability to maintain positive working relationships in a team based working environment
- Demonstrated ability to display professional conduct at all times when dealing with internal and external partners.
- Ability to work with minimal supervision.
- Ability to maintain confidentiality with access to sensitive information.
- 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.
  - 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.
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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.*