



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	MENTAL HEALTH PROGRAM PLANNING CLERK
<b>DEPARTMENT:</b>	MENTAL HEALTH & CRISIS SERVICES
<b>CLASSIFICATION:</b>	CLERK III
<b>UNION:</b>	MGEU – COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	REGIONAL DIRECTOR, MENTAL HEALTH & CRISIS SERVICES
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

The Mental Health Planning Clerk, under the direction of the Regional Director Mental Health & Crisis Services, is responsible for providing administrative/ clerical support for the day to day operations of the Mental Health program. The position of Mental Health Program Clerk is also responsible for the compilation, organization and dissemination of statistical and qualitative data; preparation of reports in a variety of formats; and the maintenance of paper and electronic files. The position of Mental Health Program Planning Clerk 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:

- Develops and maintains an effective information management system

- Planning and administrative support to the Regional Director Mental Health & Crisis Services and Mental Health program.
- Maintains policy framework, standardization of terminology and formatting under the direction of the Regional Director Mental Health & Crisis Services
- Provides assistance to the mental health program in advertising, distributing information to the public, staff etc.
- Performs related duties for Regional Director Mental Health & Crisis Services
- Responsible for organizing meetings – booking room and office equipment and events off site. Responsible for preparing notices, agendas, booking rooms 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
- Attends related committees as required e.g WSH; accreditation, strategic planning, team meetings
- Organizes data in a computerized environment within specified timeframes.
- Establishes and maintains a filing system of all hard data and reports related to the decision support activities of the Mental Health program
- With assistance & direction creates spreadsheets in order to organize and monitor financial records and assist with reports for the MH Program.
- Works in consultation with the Health Systems Analyst Manager and the MH Management 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.
- Assists with the preparation of additional reports requested by the MH Management team. This may include preparing graphic presentations, including notes.
- 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:**

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

**REQUIRED KNOWLEDGE:**

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**EXPERIENCE REQUIRED:**

- Two to three years of related experience required.
- Experience working with databases
- Experience working with healthcare information in a computerized environment

- Experience preparing formal reports

**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 regional 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 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.

Created: \_\_\_\_\_  
Date

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