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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	CLERK TYPIST 2
<b>DEPARTMENT:</b>	PRIMARY CARE ADMINISTRATION
<b>CLASSIFICATION:</b>	CLERK TYPIST 2
<b>UNION:</b>	MGEU – COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	REGIONAL COORDINATOR PRIMARY CARE ADMINISTRATION
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

Under the direction of the Regional Coordinator, Primary Care Administration, the Clerk Typist 2 will provide clerical support to the Interlake – Eastern Regional Health Authority staff as well as administrative and secretarial duties associated with the ongoing operations of the Community Health Office. The position of Clerk Typist 2 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:

- Reception and telephone answering duties, including screening callers and visitors to determine the nature of their request, and either handling routine requests or referring individuals to the proper resource.
- Act as an information resource to the community.
- Responsible for ordering office supplies

- Type correspondence and other related material, from a variety of formats, as required. Take the initiative to compose and type both routine and non-routine correspondence.
- Create and maintain client files as needed for all community programs
- Responsible for organizing meetings – booking room and office equipment as required
- Responsible for petty cash fund
- Responsible for incoming and outgoing mail/ faxes on a daily basis
- Responsible for fleet vehicles – mileage reports, sign-out schedules
- Order and maintain vaccines, supplies
- Responsible for entering data and maintaining current statistics for community programs
- Assist with orientation of all new staff
- Photocopy, fax and file as required
- May act as a resource to other clerical employees working in the community office
- 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
- Completion of an Administrative Assistant/ Secretarial course from a recognized accredited institution required.

**REQUIRED KNOWLEDGE:**

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**EXPERIENCE REQUIRED:**

- Minimum 1 year recent related office experience required

**SKILLS/COMPETENCIES:**

- Computer literacy with knowledge utilizing Microsoft Word and Excel programs
- Good organizational, communication and interpersonal skills
- Ability to work independently with minimal supervision
- Ability to type accurately 50 words per minute
- Ability to promote and respect confidentiality
- Demonstrated ability to display professional conduct at all times when dealing with fellow staff members, public, Board Members, etc.
- Ability to maintain positive working relationships in a multidisciplinary team based work environment
- Ability to travel within the region as 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.
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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
April, 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.*