



POSITION DESCRIPTION

POSITION TITLE:	ADMINISTRATIVE ASSISTANT
DEPARTMENT:	PERSONAL CARE HOME (PCH) EXPANSION PROJECT
CLASSIFICATION:	
UNION:	NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL LEAD, COMMUNITY & CONTINUING CARE
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Administrative Assistant will provide day to day administrative/clerical support for the Interlake - Eastern Regional Health Authority's (IERHA) Personal Care Home (PCH) Expansion Project team. The incumbent is expected to exercise initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken.

The position of Administrative Assistant – PCH Expansion Project 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:

- Provides confidential administrative support to IERHA;
- Maintains an effective information management system;
- Responsible for data entry, utilizing various systems and Microsoft Office applications;
- Under direction, may prepare and maintain statistical data and be required to review data for accuracy;
- Reviews and screens correspondence preparing, channeling or referring for response and action and ensuring completion or disposition;

- Drafts routine correspondence;
- Provides support activities related to assigned meeting/ committees. This is inclusive of meeting preparation/ organization and the recording and production of minutes and follow up actions;
- Types and formats policies, pamphlets, forms, letter, reports, etc. as required;
- Provides contract management administrative support (coordinating contract legal reviews, signed approvals, etc.);
- Provides assistance in distributing information to the public, staff, etc;
- Liaises with internal and external stakeholders on behalf of project team;
- Involve relevant stakeholder when responding to inquiries/issues. Acknowledges inquiries/issues in a timely manner;
- Prepares text and electronic presentations as required;
- Develops and maintains a central administrative filing system. Files (paper and/or electronically), as necessary and maintains the security and confidentiality of all files;
- 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 a recognized administrative/ secretarial program preferred, or a suitable combination of education and experience.

REQUIRED KNOWLEDGE:

- Demonstrated ability using Microsoft Office including; Word, Excel, Access, Power Point, etc. required.

EXPERIENCE REQUIRED:

- Two (2) years of recent related experience required.

SKILLS/COMPETENCIES:

- Excellent communication skills, written and verbal, demonstrating considerable judgment, courtesy, professionalism, and tact.
- Ability to foster and maintain positive working relationships both individually and in a team setting.
- Demonstrated organization, prioritization and time management skills required.
- Ability to prioritize and meet deadlines.
- Demonstrated attentiveness to detail to ensure high level of accuracy.
- Ability to maintain confidentiality with access to sensitive information.
- Valid Manitoba drivers license.
- Mental and physical ability to meet the demands of the position.

- 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. Follow 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: August 2023
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Regional Lead, 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.