



POSITION DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT, OCCUPATIONAL SAFETY AND HEALTH

DEPARTMENT: OCCUPATIONAL SAFETY AND HEALTH

CLASSIFICATION:

UNION: NON-UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: LEAD OCCUPATIONAL SAFETY & HEALTH, DISABILITY MANAGEMENT & REGIONAL EDUCATION

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Administrative Assistant, Occupational Safety and Health, is responsible for administrative support for the Interlake-Eastern Regional Health Authority's Occupational Safety and Health Programs. The position of Administrative Assistant, Occupational Safety and Health 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:

- Acts as first point of contact for the Occupational Safety & Health program.
- Manages Occupational Safety & Health confidential electronic fax distribution.
- Provides administrative support for Occupational Safety and Health lead as required. ex. agendas, arranging meetings and taking, transcribing and distributing minutes as requested.
- Types correspondence, reports, forms and other documents of a confidential nature.
- Coordinates the arrangements and registrations for external safety educational sessions.
- Assists in the development and maintenance of records and databases for multiple datasets within the Occupational Safety & Health department.
- Assists in the monitoring of Workplace Safety & Health (WS&H) Committee compliance, documenting receipt of minutes, inspections and sending quarterly injury reports to WS&H Committees.
- Registers and distributes Notice of Safety Concerns to applicable Safety & Health Officer.

- Enters and summarizes data into computer programs, reviews data for accuracy and completeness, and prepares tables, graphs and reports.
- Assists in the compilation of multiple reports related to information collected for Occupational Safety & Health and additional reports requested by the Lead.
- Provides weekly reports to Manitoba Nurses Union as determined by Collective Agreement.
- Assists in the schedule development for regional fit testing program.
- Assisting in organizing and compiling data for annual SAFE Work Certification audits.
- Provides managers, sites and Provincial safety group N95 monthly fit testing reports.
- Participate in organizational development activities as required.
- Undertakes special projects for the lead as required.
- Disability Management – sending and data tracking of Return to Work (RTW) Satisfaction Surveys for employee and managers/supervisors.
- Printing of medical invoices for Disability Management.
- Assist MSIP with sending quarterly reports to managers.
- 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, intranet and email, etc. required.

EXPERIENCE REQUIRED:

- Recent related experience is required.
- Experience working with health care information in a computerized environment preferred.

SKILLS/COMPETENCIES:

- Accurate typing skills with a minimum of 60 words per minute.
- Accurate data entry skills required.
- A working knowledge of Internet search techniques.
- Self-starter with the ability to work independently with minimal supervision. Must be able to exercise initiative and independent judgment in determining work priorities.

- Good organizational, analytical and interpersonal skills with demonstrative ability to communicate effectively, both verbally and in writing with staff, outside agencies and the public required.
 - Ability to work with a variety of sensitive information and maintain confidentiality.
 - Ability to work under pressure and meet deadlines.
 - Ability to work with frequent interruptions.
 - Mental and physical ability to meet demands the position.
 - Valid Manitoba drivers' license.
 - 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.

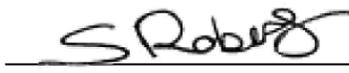
- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, 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: November 1, 2023
Date

Revised: Click or tap to enter a date.
Date

Approved by:  November 8, 2023
Regional Manager/ Supervisor Date

Approved by: _____ Click or tap to enter a date.
Regional Lead/ CEO Date

Reviewed by:  November 8, 2023
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 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.