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## POSITION DESCRIPTION

**POSITION TITLE:** ADMINISTRATIVE ASSISTANT – LONG-TERM CARE PROGRAM

**DEPARTMENT:** LONG-TERM CARE

**CLASSIFICATION:**

**UNION:** NON-UNION

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** DIRECTOR HEALTH SERVICES – LONG TERM CARE/PCH STANDARDS

**POSITIONS SUPERVISED:** LONG TERM CARE PANEL CLERK

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## POSITION SUMMARY

Reporting to the Director Health Services – Long Term Care/PCH Standards, the Administrative Assistant – Long Term Care is responsible for secretarial, clerical and other administrative support for the Interlake-Eastern Regional Health Authority's Long Term Care Program and Long Term Care Education Program as required. This position assumes responsibility for supervision of the Long Term Care Panel Clerk position and applicable processes. The position of Administrative Assistant – Long Term Care 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

Functions and duties include but are not limited to the following:

- Provides administrative support to the Long Term Care Program and the Long Term Care Education Program.
- Maintains and coordinates Directors' calendar.
- Develops and maintains an effective information management system, i.e. filing system and filing of documents.
- Types correspondence, reports, forms and other documents of a confidential nature.
- Photocopying, compiling information for training programs, assembling training manuals, agendas, arranging meetings and taking, transcribing and distributing minutes as requested.

- Coordinates the arrangements for educational sessions.
- Reserves rooms and catering for educational sessions and for meetings at the Director's request.
- Assists in processing registrations and applications for funding for education sessions.
- Assists in the development and maintenance of records and databases for multiple datasets within the education and Long Term Care panel processes.
- Enters and summarizes data into computer programs, reviews data for accuracy and completeness, and prepares tables, graphs and reports.
- Assists in the compilation of reports required for program data collection and submission.
- Orders and controls distribution of office supplies and materials for the office.
- Participate in organizational development activities as required.
- Undertakes special projects for the Long Term Care Education Program and the Long Term Care Program as required.
- Collates information from data collection tools.
- Manages incoming and outgoing mail daily.
- Participates in the development of policies and procedures as they pertain to the Long-Term Care panel process.
- Participates in recruitment, interviewing, hiring, processing and orientating new staff to the region.
- Participates in staff supervision, performance appraisals and provides input for situational correction and/or remedial action.
- Provides input for administering discipline and conducting disciplinary investigations and participates in implementation of the IERHA regional policy and discipline process up to and including suspension and termination.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
- 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.

**KEY WORKING RELATIONSHIPS**

- Director Health Services – Long-Ter Care/PCH Standards
  - Clinical Team Managers – Long-Term Care
  - Long-Term Care Access Coordinators
  - Long-Term Care Panel Clerk
  - Long-Term Care Educator(s)
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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.
- A working knowledge of Internet search techniques.

### **EXPERIENCE REQUIRED:**

- Two (2) years recent related experience is required.
- Experience working with health care information in a computerized environment preferred.
- Ability to demonstrate creativity in presentation development

### **SKILLS/COMPETENCIES:**

- Accurate typing skills with a minimum of 60 words per minute.
- Accurate data entry skills required.
- 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.
- Maintain positive working relationships in a team-based environment.
- 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 adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- 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**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

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Created: October 2021  
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 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.*