



POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant –
Public Health-Healthy Living

DEPARTMENT: Public Health-Healthy Living

CLASSIFICATION: Administrative Secretary 2

APPROVED BY: Regional Lead – Community &
Continuing Care

UNION: CUPE Facility Support

DATE APPROVED: February 24, 2017

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services – Public Health – Healthy Living & Primary Care or
Manager, Health Services – Public Health-Healthy Living

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Director, Health Services or Manager, Health Services, the Administrative Assistant provides administrative and organizational support to Public Health-Healthy Living initiatives. The incumbent is a front line representative for Public Health-Healthy Living and works with Public Health-Healthy Living team members to ensure the highest level of service to the external public and internal stakeholders.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Provides secretarial and administrative support to the Director, Health Services – Public Health– Healthy Living & Primary Care or Manager, Health Services – Public Health-Healthy Living.
- Maintains a professional office environment creating an atmosphere that is customer/client focused.
- Participates in developing and establishing long and short term goals to provide delivery of service within the administrative office.

- Arranges meetings including booking locations/facilities, notifying participants, preparing and sending out agendas, coordinating reports for meetings, taking and distributing minutes and ensuring follow-up.
- Recognizes and establishes communication process dependent on degree of urgency.
- Receives and prioritizes incoming mail and attaches related material for director/manager's review.
- Receives information and creates or formats documents as required.
- Composes replies on own initiative and on instruction from director/manager.
- Arranges for Director, Health Services – Public Health – Healthy Living & Primary Care or Manager, Health Services – Public Health-Healthy Living to attend conferences, seminars by coordinating registration, travel arrangements, accommodations.
- Creates and maintains an orderly file system including paper and electronic (example: Collaborative Work Site).
- Provides technological support and co-ordination.
- Attends seminars, workshops, educational and computer courses to enhance abilities and to maintain knowledge of current techniques and methods.
- Works with the communications department and media on promotion of clinics and campaigns as assigned.
- Coordinates and reviews submission of staff expense claims, invoicing and regional supplies/equipment orders per regional policies.
- Works with other administrative support staff in the region to ensure adequate communication of program changes, initiatives and enhancements.
- Assists in staff recruitment through posting of positions, completion of paperwork for advertising, organization of interviews, preparation of letters of offer and completion of hiring checklist.
- Coordinates and reviews submission of payroll documents per regional policy.
- Based on site requirements, fulfills receptionist duties (receives, screens and redirects calls and visitors for the office, including taking messages, resolving queries and/or referring calls to appropriate staff).
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Successful completion of probation period.
 2. Biennial performance appraisal.
 3. Adherence to established standard practices through review of documentation and statistics.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of an Administrative Assistant Certificate and/or program from an accredited institution.

REQUIRED KNOWLEDGE:

- Knowledge of general administrative procedures.
- Knowledge in the use of general office equipment.
- Proficiency in Microsoft Office Applications (Word, Excel, PowerPoint) and Outlook.

EXPERIENCE REQUIRED:

- Minimum of two (2) years full time equivalent administrative experience in the last five (5) years.
- Other suitable combinations of education and experience may be considered.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated organizational and time management skills.
- Demonstrated written and verbal communication skills.
- Demonstrated decision-making and problem solving skills.
- Demonstrated ability to work independently and as member of a team.
- Demonstrated ability to establish effective and professional working relationships.
- Demonstrated ability to show attention to detail and accuracy.
- Given the cultural diversity of our region, the ability to respect and promote a cultural diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
 - May work occasionally evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
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SALARY SCALE:

As per CUPE Facility Support Collective Agreement Salary Scale.

Job 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.