

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant
Prevention & Control

DEPARTMENT: Staff Development, Infection

CLASSIFICATION: Administrative Secretary 2

APPROVED BY: Regional Lead – Acute Care
& Chief Nursing Officer

UNION: CUPE Facility Support

DATE APPROVED: October 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services – Staff Development, Infection Prevention & Control

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Director, Health Services, the Administrative Assistant is responsible for providing administrative duties to develop, organize and maintain databases within the portfolio. This includes collaboration with the key stakeholders to maintain the accuracy of the regional databases.

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:

- Inputs, centrally, in-service activity into HR Software, applies correct attributes of in-service group, location, scheduled length, session and year as applicable.
- Inputs certifications of in-services and orientation records as applicable.
- Inputs Infection Prevention & Control indicators as applicable.
- Maintains the accuracy of the databases in collaboration with the Manager - Student Placement & Mentorship and the Regional Data Entry Clerk - Staff Development.
- Answers inquiries from Staff Educators and Infection Control Practitioners and provides support regarding in-service tracking.
- Responds to requests for statistical reports as required.
- Provides relief administration support for HSPnet assignments.
- Copies and circulates material appropriately.

- Ensures the material is updated and current prior to circulating.
- Ensures that files are organized and maintained.
- Orders materials as appropriate.
- Compiles data for Human Resources from appropriate sources.
- Reports pertinent information to supervisor.
- Attends meetings and takes minutes as needed.
- Provides relief administration support to Staff Development, Infection Prevention & Control Clerks during vacation schedules.
- 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.
- 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. In accordance with the regional performance review guidelines
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 education or equivalent.
- Completion of an Administrative Assistant Program or equivalent from a recognized education institution.

KNOWLEDGE REQUIRED:

- Proficiency in Microsoft Office Applications (Word, Excel, PowerPoint, and Outlook).
- Keyboarding speed of 60 words per minute.
- Proficiency working in data bases.

EXPERIENCE REQUIRED:

- Minimum two (2) years' previous experience working in an administrative setting.
- Other suitable combinations of education and experience may be considered.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to manage time efficiently.
 - Demonstrated ability to adapt to changing priorities.
 - Demonstrated ability to work as a team player with an ability to work independently
 - Demonstrated ability to respect and promote a culturally 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
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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

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.