



POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

DEPARTMENT: Quality & Planning

CLASSIFICATION: Administrative Assistant 2

APPROVED BY: Regional Lead –
Quality, Performance & Planning

UNION: Out of Scope

DATE APPROVED: July 19, 2022

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Quality & Accreditation Coordinator

POSITIONS SUPERVISED: None

POSITION PURPOSE

The Administrative Assistant is responsible for performing advanced, diversified, and confidential administrative and clerical support and providing internal and external communication support to the Quality & Accreditation Coordinator and the Quality and Planning Team.

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 administrative support to the Quality & Accreditation Coordinator including (but not limited to) preparing correspondence and gathering information as needed.
- Upon instruction, and on own initiative, utilizes Microsoft Office products to accurately input and format various documents including correspondence, reports, tables, and statistical information from verbal instruction, handwritten copies or electronic means.
- Participates in coordination and administration of the Accreditation Canada Portal.
- Maintains the accuracy reporting data into the databases.
- Performs duties in accordance with policy while maintaining confidentiality in all matters.
- Reviews, modifies and ensures that files are maintained in accordance with policies, procedures/guidelines for the collaborative worksite(s) and/or shared drive for the portfolio (e.g. maintaining file nomenclature of files that are saved).

- Responds to requests for statistical reports related to Accreditation activities.
- Maintains manuals and resources with updated and new material as needed.
- Maintains the HPS Accreditation Canada page including updates and new material as needed.
- Attends meetings, takes minutes, transcribes, and distributes minutes as needed.
- Maintains Outlook calendars, arranges meetings and appointments, including booking for internal/external facilities and catering arrangements.
- Provides information to staff and the general public as needed.
- Receives and prepares incoming invoices for authorization and forward to Quality & Accreditation Coordinator.
- Assists the Quality & Accreditation Coordinator with preparation for the May 2023 onsite visit.
- Assists Quality and Planning team members with projects as needed.
- 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 and guidelines
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Graduate of an accredited business or administration secretarial program preferred.

KNOWLEDGE REQUIRED:

- Minimum two (2) years previous administrative assistant experience preferred.
- Knowledge and proficiency utilizing Microsoft Office Programs.
- Experience in writing and proofreading.

EXPERIENCE REQUIRED:

- Two (2) years previous experience in an office environment preferred.
- Two (2) years previous experience in a health care environment preferred.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated oral and written communication skills in English.
- Demonstrated ability to type 60 words per minute.
- Demonstrated ability to work with minimum supervision.
- Demonstrated ability to work as a team player with an ability to work independently and to be resourceful in seeking out information.

- Demonstrated effective communication, interpersonal and organizational skills.
 - Given the cultural diversity of our region, the 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 Non Union 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.