



POSITION DESCRIPTION

Position Title: Administrative Assistant
Department: Rehabilitation Services
Classification:
Union: Non-union
Approved by: Regional Lead – Community & Continuing Care
Date approved: October 18, 2024

REPORTING RELATIONSHIPS

Position reports to: Director, Health Services – Rehabilitation Services
Positions supervised: None

POSITION PURPOSE

The Rehabilitation Services Administrative Assistant participates as a member of the Rehabilitation Team. They provide administrative, organizational and clerical support to the Director, Health Services - Rehabilitation Services and the Rehabilitation Services programs within that portfolio.

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:

- Composes and types various documents, i.e. letters, memos, reports, forms, proposals, correspondence and confidential materials as required.
- Records, types and distributes agendas and minutes of Rehabilitation Team meetings and prepares any meeting materials/packages required for Program Team Meetings.
- Receives the collected statistical data pertaining to Rehabilitation Services, organizes, and utilized the necessary computer programs to collate, and to transform the data into meaningful statistical information. This would include developing forms and processing same as required to collect and to record data for effective operation as well as distributing the information as necessary.

- Ensures that information such as current policies, procedures, clinical tools and public information is kept up to date on the Southern Health-Santé Sud Intranet, public website and other websites as deemed appropriate.
- Copies and circulate written material as required.
- Responds to routine correspondence within specified timelines.
- Corresponds/communicates with the Rehabilitation Leadership Team, Clinicians and Support Staff on an ongoing basis regarding a broad range of issues, projects, and procedures as appropriate.
- Maintains a schedule of Rehabilitation Services committee meetings and makes necessary meeting arrangements including:
 - Notifying members
 - Collecting of agenda items
 - Circulating agendas
 - Booking meeting rooms
 - Maintaining up-to-date records of committee team members and contact information
- Assists Rehabilitation Leadership Team and staff with special projects as needed.
- Collects and maintains electronic records of meetings, agendas, minutes and correspondence for all Rehabilitation Services programs, and ensures they are posted on the appropriate collaborative worksite.
- Maintains confidential files/records for the program.
- Sorts and distributes mail accordingly, as required.
- Assists in arranging programs, events, meetings, or workshops as directed.
- Prepares job postings and makes necessary arrangements for distributing and advertising of job postings.
- Receives resumes, schedules interviews and prepares interview packages.
- Updates Rehabilitation Services forms and literature and arranges for publication of such documents in print format and online using Southern Health-Santé Sud publishing guidelines.
- Communicates effectively to maintain functional relationships with Southern Health-Santé Sud staff, services and programs to promote collaboration and a positive work environment.
- 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. Performance Conversation to be completed at the end of the probationary period and at minimum every two years following.

QUALIFICATIONS

Education/Certification:

- Grade twelve (12) education or equivalent
- Completion of an Administrative/Office training program
- Other suitable combinations of education and experience may be considered

Knowledge required:

- Proficiency in Microsoft Office Applications and Outlook/Email

Experience required:

- One (1) year experience working in an office environment

Skills/Competencies/Conditions of employment:

- Demonstrated effective oral and written communication skills
- Demonstrated effective organizational, analytical, and problem solving skills
- Demonstrated ability to build and maintain professional working relationships with management and staff within the region as well as appropriate outside vendors and agencies
- Demonstrated ability to work both independently and as part of team
- 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

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

SALARY SCALE

Confidential

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.