



## POSITION DESCRIPTION

<b>POSITION TITLE:</b> Executive Assistant	<b>DEPARTMENT:</b> Administration
<b>CLASSIFICATION:</b> Executive Assistant	<b>APPROVED BY:</b> Regional Lead – Human Resources
<b>UNION:</b> Out of Scope	<b>DATE APPROVED:</b> June 27, 2018

---

### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Senior Leader

**POSITIONS SUPERVISED:** Administrative Assistant, as applicable

---

### POSITION PURPOSE

Reporting to the Senior Leader, the Executive Assistant is responsible for performing administrative duties to organize and maintain work processes and records for the Senior Leader and portfolio.

The incumbent exercises the appropriate high 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:

- Performs duties congruent with Southern Health-Santé Sud's Core Values of: Integrity, Compassion, Excellence and Respect.
- Performs duties in accordance with policy, maintaining confidentiality in all matters.
- Provides administrative support to the Senior Leader and portfolio.
- Utilizes, upon instruction and on own initiative, Microsoft Office products to input and format various documents including correspondence, reports, tables, and statistical information accurately from verbal instruction, handwritten copy or other sources.
- Maintains manuals including updates and new material.
- Ability to manage self and time; able to prioritize and manage several different projects at the same time, dividing time and resources appropriately.
- Maintains the filing system and a "bring forward" system.
- Maintains Outlook calendars, arranges meetings and appointments, including bookings for internal or external facility space and catering arrangements.
- Attends meetings, taking, transcribing, and distributing minutes.

- Screens calls and redirects internal and/or external callers as appropriate.
- Provides routine information to staff and the general public.
- Prepares outgoing mail and/or interdepartmental mail for delivery.
- Recognizes this role is representative of the organization when engaging with the public patients, residents, clients and 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. Performance measured against the above-identified essential functions and basic duties.
2. Exercises initiative in carrying out tasks and demonstrated sound judgment and excellent time management skills in determining the methods to apply to tasks.
3. The position functions in a manner that is consistent with the mission, vision and core values and the policies of Southern Health-Santé Sud.

---

### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATION:**

- Graduate of a recognized Administrative Assistant Program, business program or equivalent.

#### **KNOWLEDGE REQUIRED:**

- Proficiency in Microsoft Office applications, i.e. Word, Excel, Power Point, Outlook.
- Knowledge and experience working with office equipment.

#### **EXPERIENCE REQUIRED:**

- Minimum three (3) years administrative experience.
- Previous administrative experience in a health care setting preferred.

#### **SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated ability to type a minimum of 50 words per minute.
- Demonstrated ability to work with minimal supervision, independently and as part of a 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 \$1,000,000.00.
- 

**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.
- 

**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.*