



POSITION DESCRIPTION

POSITION TITLE: HR Assistant – Occupational Safety & Health **DEPARTMENT:** Human Resources

CLASSIFICATION: Administrative Assistant

APPROVED BY: Regional Lead – Human Resources

UNION: Out of Scope

DATE APPROVED: January 7, 2019

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager – Occupational Safety & Health

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Manager – Occupational Safety & Health and working in conjunction with members of the Disability Management Team, the HR Assistant – Occupational Safety & Health is responsible for providing administrative/clerical support to functional areas of Occupational Safety & Health, such as disability management, scheduling, research, compilation and investigation, and general administrative tasks.

The incumbent exercises a 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:

- Provides administrative support to team members including, but not limited to, the scheduling of meetings and ensuring meeting space, creating forms, general correspondence.
- Types and distributes meeting agendas and minutes in a timely manner as assigned.
- Maintains an effective filing system as required, both personally and on shared drive.
- Prepares a wide variety of sensitive and confidential materials.
- Maintains Occupational Safety & Health email account, files received documents accordingly, requests missing documentation, and provides notice to Disability Management Consultants of information received in a timely manner.
- Monitors and ensures appropriate reporting of violence in accordance with organizational policies, collective agreements, and other arrangements as required.
- Receives internal postings and cross-references with pending accommodation requirements.

- Maintains records for Workers Compensation Board (WCB) Safe Work Reports.
- Maintains spreadsheet for regional injury reporting, WCB appeals, facility contacts, Safe Client Handling and Injury Prevention Program (SCHIPP) reporting and other tracking as required.
- 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 is measured against the above-identified essential functions and basic duties.
2. The incumbent exercises initiative in carrying out tasks and demonstrates 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, core values and the policies of Southern Health-Santé Sud.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of certificate program in either Human Resources, Disability Management, or Administrative Support OR equivalent combination of education and experience.

KNOWLEDGE REQUIRED:

- Knowledge and understanding of disability management principles.
- Knowledge and understanding of applicable legislation including Workers Compensation, Provincial Workplace Safety & Health Act and Regulation, Human Rights, etc.
- Knowledge and proficiency with Microsoft Office Suite applications.
- knowledge and experience with a Human Resources Information Systems (HRIS) QHR an asset.

EXPERIENCE REQUIRED:

- Minimum of two (2) years' experience in a health care environment.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated excellent communication skills, both orally and written, personable, productive and professional.
- Demonstrated interpersonal skills, effective interacting with internal and external clients in a mutually respectful and professional manner to establish and maintain positive working relationships.
- Demonstrated ability to be client focused with a desire to recognize, validate and meet the needs of internal and external clients on a continuous improvement basis.

- Demonstrated ability to be adaptable with flexibility and willingness to change behaviour and opinion in accordance with best practices and across different environments and cultures.
 - Demonstrated ability to develop self and others with a focus on skills and knowledge in self, colleagues and clients based on learning and communicating best practices.
 - Demonstrated problem-solving skills in assessing what the problems are, forming a plan toward the solution of the problem(s) and initiating the action necessary to resolve the problem(s) in an adaptable, flexible and ethical manner.
 - Demonstrated ability to engage with integrity and accountability, understanding and adhering to the organization's norms and standards of ethical behavior.
 - Demonstrated ability to manage a variety of tasks simultaneously.
 - Organizational skills with a strong attention to detail and a critical degree of accuracy regarding data entry.
 - 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 have a designated base of operations but 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.