



POSITION DESCRIPTION

POSITION TITLE: Regional Clerk–Staff Development	DEPARTMENT: Staff Development, Infection Prevention & Control
CLASSIFICATION: Non-Union	APPROVED BY: Regional Lead–Human Resources
UNION: Out of Scope	DATE APPROVED: January 3, 2018

REPORTING RELATIONSHIPS

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

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Director–Staff Development, Infection Prevention & Control, the Regional Clerk–Staff Development performs the necessary clerical functions in assisting the Staff Development, Infection Prevention & Control department with professional development programming.

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:

- Assists with the administration and promotion of education events, liaises with internal and external contacts.
- Provides program support including setting up education events, preparing registration, monitoring attendance, catering requirements, travel and other program events logistics.
- Supports assembly and distribution of program materials and required equipment.
- Provides coordination for Telehealth education programs including the audio visual requirements, conference room scheduling and catering requirements.
- Creates and manages files relevant for each education events.
- Assists with database and registration list management including necessary account coding where applicable.
- Accountable for keeping within the pre-determined budget for specific education events.

- Updates distribution and contact lists and, calendar entries for education events utilizing the Health Providers' Site (HPS) and Outlook calendar.
- Answers inquiries related to education events.
- Works on new projects as required for professional development.
- Prepares both confidential and general correspondence on behalf of the Staff Development, Infection Prevention & Control portfolio as requested.
- Provides relief administrative support for reception duties as required.
- Copies and circulates material appropriately and as directed.
- Orders materials appropriately and as directed.
- Compiles data from education event evaluations and other relevant assessment tools for dissemination to the appropriate parties as directed.
- Reports pertinent information to Supervisor.
- 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. To be defined.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade XII education or equivalent.
- Completion of an Office Skills Program/Certificate.

REQUIRED KNOWLEDGE:

- Knowledge and proficiency utilizing Microsoft Office Programs.

EXPERIENCE REQUIRED:

- Two (2) years' previous experience working in an Office environment.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated effective oral and written communication skills.
- Demonstrated effective decision making, and problem-solving skills.
- Demonstrated organizational and time management skills.
- Demonstrated ability to build and maintain professional working relationships with
- Demonstrated attention to detail.
- 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.