



POSITION DESCRIPTION

POSITION TITLE: Regional Data Entry Clerk - Staff Development

DEPARTMENT: Staff Development, Infection Prevention & Control

CLASSIFICATION: Administrative Assistant AY2

APPROVED BY: Regional Lead – Human Resources

UNION: Non-Union

DATE APPROVED: January 8, 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 Data Entry Clerk–Staff Development performs the necessary clerical functions in assisting the Staff Development, Infection Prevention & Control department.

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:

- Inputs, centrally, in-service activity into HRIS, applies correct attributes of in-service group, location, scheduled length, session type and year as applicable.
- Inputs, centrally, re-certifications of in-services as applicable.
- Generates in-service reports as requested by Site and Regional Management, such as in-service attendance records, in-service attended by employee, in-service by type and date range, etc.
- Inputs, centrally, in-service activity for Home Care Attendants/Mental Health Proctors.
- Answers enquiries from Education Facilitators and/or Managers and provides support regarding in-service tracking.

- Provides relief administration support for reception duties as required.
- Copies and circulates material appropriately and as directed.
- Orders materials appropriately as directed.
- Compiles data from education needs assessments and other relevant assessment tools for dissemination to appropriate parties as directed.
- Compiles data for Human Resources from appropriate sources 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 a Human Resources or 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.
- 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.