



**North Eastman Health Association Inc.
Job Description**

**Administrative Assistant
Acute Care/Long Term Care Program**

POSITION SUMMARY:

Under the direction of the Director of Acute Care Services, the Administrative Assistant is responsible for providing administrative support to the Director of Acute Care, the Acute Care - Care Team Managers, and the Acute Care - Staff Educator. As a member of a multi-disciplinary team, the Administrative Assistant also provides support to other programs as directed.

Reports To: Director of Acute Care Services

Union: Non Union

QUALIFICATIONS:

Education and Experience

- Grade 12 or equivalent
- Proficiency in Microsoft Word, Excel and PowerPoint
- Three years related experience is required
- Recognized Office Assistant Certificate

Knowledge, Skills and Abilities

- Excellent oral and written communication skills
- Demonstrated proficiency in computer applications
- Demonstrated organizational skills
- Ability to prioritize and meet deadlines
- Ability to maintain positive working relationships in a team based environment
- Ability to work with minimal supervision
- Ability to demonstrate creativity in presentation development

POSITION DUTIES AND RESPONSIBILITIES:

1. Provides support to the Director of Acute Care

- Maintains Director's calendar
- Develop and maintain an effective information management system, i.e. filing system and filing of documents
- Be present to take minutes and distribute to team members

- Formatting policies and procedures as directed and distribute to appropriate sites – maintaining index.
- Enter monthly indicator data using monthly statistical data
- Booking of meeting rooms and ordering catering for meetings
- Prepare letters of offer and collection of all data required to set up personal files
- Completion of status change requests for new hires
- Distribution of required material to sites as directed by the Director of Acute Care Services
- Preparation of PowerPoint presentations for various projects
- Book hotels /accommodations for out of town meetings
- Complete new Position Configuration forms
- Collate and complete template documents for regular reviews such as the College of Physicians and Surgeons, accreditation, etc.

2. Provide support to the Care Team Managers

- Maintenance of communication checklists for all sites
- Offers of employment and status change for all new employees
- Create and maintain interesting and captivating bulletin boards for acute care program information at all sites
- Collating information from audit tools such as TNKase audits, charting audits, etc.
- Assist managers in the development of forms and shared electronic files

3. Provide support to the Staff Educator:

- Register staff for conference events
- Enter all staff attendance at conferences /workshops into the HRIS database
- Book catering for in-house workshops
- Format all policies and procedures for the infection control program including data submission to the PMRS system

4. General

- Collection of all data for new hires at all acute care sites in the region
- Formulate and circulate agendas for site specific meetings such as Quality Teams, Documentation Team, AMI Team, etc.
- Submission of quarterly data to Safer Health Care Now
- Maintenance of acute care component of MSDS at the site level
- Gather, summarize and submit patient satisfaction survey information
- Create and maintain communication lists for the closure of Emergency Rooms, ensuring all documentation and communication is sent appropriately

5. Workplace Safety and Health

- Provides a safe environment by ensuring the adherences to workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures.

- Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
 - Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Original Dated: _____
Date

Approved by: _____
Manager/ Supervisor Date Revised

Approved by: _____
Vice President/ CEO Date Revised

Approved by: _____
Director, Human Resources Services Date Revised