



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

Administrative Assistant
Chronic Disease Prevention and Management

Position Summary

The Administrative Assistant, as a member of the Primary Health Care Team, provides clerical support to clients and the Director of Primary Health Care Services and the Chronic Disease Prevention and Management team. The Administrative Assistant functions in accordance with the Mission, Vision and Values, policies and procedures and ensures all practices are consistent with relevant governing body legislation and professional standards and ethics.

Reports To: Director of Primary Health Care Services

Location: 526 Park Avenue, Beausejour

Supervises: Not applicable

Union: MGEU - Community Support

QUALIFICATIONS:

Education and Experience

- Grade 12 or equivalent
- Completion of a Business Administration Certificate from a recognized College preferred, or a combination of education and experience may be considered
- Experience in website development and maintenance or a combination of education and experience may be considered
- Proficiency in computer applications including Microsoft Office (Word, Excel, PowerPoint, Publisher and Access) is required
- Accurate typing skills with a minimum speed of 60 wpm
- Two to three years related experience is required.

Knowledge, Skills and Abilities

- Knowledge and expertise in computer environments including the ability to develop and manage databases
- Ability to work with sensitive information and maintain confidentiality at all times
- Excellent oral and written communication skills.
- Demonstrated organizational skills
- Ability to work under pressure and meet deadlines, thereby establishing priorities and completing assignments on time
- Ability to maintain positive working relationships in a team based environment
- Ability to work with minimal supervision
- Basic understanding of statistical information is an asset
- Knowledge of chronic disease is an asset

POSITION DUTIES AND RESPONSIBILITIES:**Provides support to the Director of Primary Health Care Services**

- 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
- Performs general office functions {copying and faxing}.
- Provides clerical support to the Chronic Disease Prevention Initiative and establishes and maintains effective information management of same
- Provides clerical support for the CDPM team meetings and establishes and maintains effective information management of same
- Enters statistical data into the Performance Measurement Reporting System, reviews for accuracy and completeness
- Provides clear and concise information to the public regarding programs and services, facilitating access to the appropriate health care programs as required
- Sorts and distributes incoming mail and inter site courier items and prepares outgoing mail
- Maintains office equipment
- Booking of meeting rooms and ordering catering for meetings
- Distribution of required materials to sites as directed by the Director of Primary Health Care Services
- Assists in the preparation of PowerPoint presentations for various projects (for Director and team members)
- Collection and collation of template documents including statistics when requested
- Distributes, gather, summarize and submit patient satisfaction survey information
- Assists with the development, and distribution of client information packages regionally as required
- Participates in committees as requested

Provides support to the Chronic Disease Prevention and Management team

- Provides clerical support for staff as assigned including typing, filing, faxing, copying and laminating
- Responsible for purchasing and / or requisitioning office supplies, business cards, stationary and program supplies and ensuring adequate supplies are maintained
- Provides regular updates to the Diabetes Program website
- Enters Complication Assessment client information into database and creates reports regarding same as requested
- Assists with the development and maintenance of program resources
- Assists with the completion and distribution of the Wellness Newsletter in both hard and soft copy
- General contact with sales representatives ordering supplies and keeping all new information updated including the collection of warranty cards
- Accepts registration for and participates in special projects

Workplace Safety and Health

- Provides a safe environment by ensuring the adherence 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.

Patient Safety

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____ Date _____
Manager/ Supervisor

Approved by: _____ Date _____
Vice President/ CEO

Reviewed by: _____ Date _____
Director, Human Resources