



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

***Administrative Assistant II  
Public Health Program***

**Position Summary**

Reporting to the Manager, Communicable Disease Services the Administrative Assistant II is responsible for providing administrative/clerical support for the day-to-day operations of Regional Immunization and Travel Health program. The Administrative Assistant II position functions in a manner consistent with, and supports the Mission, Vision & Values of the North Eastman Health Association.

**Reports To:** Manager, Communicable Disease Services

**Location:** Beausejour Health Centre

**Supervises:** Not applicable.

**Union:** MGEU – Community Support

**QUALIFICATIONS:**

**Education and Experience**

- Grade 12 or equivalent.
- Demonstrated proficiency in computer applications.
- Ability to operate standard office equipment.
- Data entry {Accuracy of reporting is of prime importance}.
- Two to three years related experience required

**Knowledge, Skills and Abilities**

- Demonstrates excellent communication skills-oral and written.
- Demonstrated organizational skills.
- Ability to prioritize and meet deadlines.
- Ability to maintain positive working relationships in a team based working environment with colleagues, the public and Board Members, etc.
- Demonstrated ability to display professional conduct at all times when dealing with internal and external partners.
- Ability to work with minimal supervision.
- Ability to maintain confidentiality with access to sensitive information.

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**POSITION DUTIES AND RESPONSIBILITIES:**

Provides support to the Influenza/ Pneumococcal, Hepatitis B and School-Based Immunization Programs

- Develops and maintains an effective information management system for the purposes of surveillance and evaluation of all immunization programs.
- Provides assistance to the regional immunization team in scheduling clinics, advertising, distributing information to the public, staff and schools.
- Responsible for immunization data entry, utilizing the MIMS system.
- Under the direction of the Manager, Communicable Disease Services, prepares and maintains statistical summaries and prepares presentations as required.
- Provides administrative/clerical support as assigned including preparation/typing of routine correspondence, reports, minutes, forms and documents of a confidential nature.
- Attends immunization community clinics as required.
- Assists in the development of forms and databases related to immunization programs.
- Performs general office functions (copying, filing, faxing, etc.).
- Orders, receives and distributes supplies and resources related to immunization programs.
- Prepares consent packages for mailing for school based immunization programs.
- Provides orientation for casual clerical staff.
- Provides backup for the regional Public Health program Administrative Assistant III.
- Attendance and participates in strategic planning and team meetings as required.

**Travel Health**

- Schedule appointments.
- Collect payment, prepare receipts and deposits.
- Maintains vaccine inventory for travel health clinics, codes and forwards invoices to Manager, Communicable Disease Services.
- Develops and maintains information management system.
- Maintains an effective information system and prepares reports as required.

**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.

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- 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