



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

***Administrative Assistant II  
Public Health Program  
Therapy Services***

**Position Summary**

Under the direction of the Director, Public Health Services, the Administrative Assistant II is responsible for providing administrative/clerical support for the day-to-day operations of the Public 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:** Director, Public Health Services

**Location:** Corporate Office, Pinawa

**Supervises:** Not applicable.

**Union:** MGEU – Community Support

**QUALIFICATIONS:**

**Education and Experience**

- Completion of Grade 12 or equivalent.
- Demonstrated proficiency in computer applications, in particular Microsoft Office and Excel.
- Ability to operate office equipment.
- Data entry (Accuracy of reporting is of prime importance).
- Two to three years related experience is 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.

**POSITION DUTIES AND RESPONSIBILITIES:**

- Develops and maintains effective information management systems.
- Provides support to North Eastman Children's Therapy Initiative-coordinates central intake/referral and database management.
- Responsible for data entry, utilizing the MIMS systems.
- Under direction, may prepare and maintain statistical summaries.
- Provides administrative/clerical assistance to the Manager, Communicable Disease Services and Director, Public Health Services as assigned including preparation//typing of routine correspondence, reports, minutes, forms and documents of a confidential nature.
- Updates Public Health Procedure Manuals.
- Performs related clerical duties such as record maintenance, filing and distribution of information across the program teams.
- Attendance and participation in strategic planning and team meetings 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.
- 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: \_\_\_\_\_  
Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Director, Human Resources Date