



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

**Administrative Secretary 1
Casual**

Position Summary

Under the direction of the Regional Immunization Co-ordinator and the Public Health Manager, the Administrative Secretary 1 is responsible for providing clerical support to regional immunization programs.

Reports To: Public Health Manager

Union : MGEU - Community Support

QUALIFICATIONS:

Education and Experience

- Grade 12 or equivalent.
- Two to three years related experience is required.
- Proficiency in computer applications.

Knowledge, Skills and Abilities

- Excellent oral and written communication skills.
- Demonstrated organizational skills.
- Ability to maintain confidentiality at all times.
- Ability to prioritize and meet deadlines.
- Ability to maintain positive working relationships in a team based environment.
- Ability to work with minimal supervision.

POSITION DUTIES AND RESPONSIBILITIES:

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

- Provide assistance to the regional immunization team in scheduling clinics, advertising, distributing information to the public, staff and schools.
- Attends community clinics as needed.
- Responsible for immunization data entry, utilizing the MIMS system.
- Responsible for surveillance and evaluation of the immunization programs specified above.
- Performs general office functions {copying and faxing}.

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2. Provides back-up for the Regional Public Health Administrative Assistant{s}.
 3. Accepts registration for and participates in special projects.
 4. Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date

NOTE: Original Signed and Dated October 25, 2005