

	<b>JOB DESCRIPTION</b>		
	<b>Position Title:</b> <b>Program:</b> <b>Service:</b> <b>Accountable to:</b>	<b>HEALTH ADMINISTRATIVE ASSISTANT</b> Health Health Services Home and Community Care Manager/Community and Personal Support Services Manager/Community Health Service Manager	
<b>Issued By:</b> <b>Date Issued:</b>		<b>Date Revised:</b> <b>Classification:</b>	

**PURPOSE AND SUMMARY**

Under the direction of the Health Service Managers, the Administrative Assistant is responsible for administrative support for Dilico’s Health Services in accordance to the programs’ policies and procedures.

**DUTIES AND RESPONSIBILITIES**

1. **Service Responsibilities**

Under the direction of the Health Service Managers, the Administrative Assistant is responsible for:

- a. providing confidential administrative services for all Health Services;
- b. processing confidential fax transmissions; providing word processing, schedules, work-plans, charts, reports, and other documents; making, collating, and distributing photocopies, as requested;
- c. liaising with District offices and the Finance and Administration Department to facilitate compliance with procedural specifications related to purchasing, billing, and administration of service agreements;
- d. preparing statistical data from all health programs for submission to the Health Managers;
- e. maintaining master schedules of Care Managers and generating new schedules on a semi-monthly basis or as required;

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- f. arranging for meeting facilities, assisting with preparation and distribution of meeting materials, setting up the room with audio-visual equipment and flip charts, and making other arrangements as required;
- g. arranging all travel accommodations;
- h. maintaining Home and Community Care records-keeping system in compliance with statutory regulations and assisting Health Services Managers to oversee administrative functions and quality assurance procedures and taking necessary remedial action to ensure that procedural specifications are followed;
- i. providing administrative support to the Health Staff and assisting with orientation of new staff and service providers to administrative requirements of service delivery and Purchase of Service Agreements; assisting the Finance and Administration Department to monitor performance in relation to administrative requirements, and providing necessary follow-up to ensure administrative requirements are consistently met; assisting in the recording of Purchase Orders for each according program;
- j. ordering and maintaining stock of authorized supplies, equipment, devices, and program resource materials; disseminating supplies, etc. as authorized; maintaining appropriate inventory controls for all health programs;
- k. receiving and processing referrals for the Community Health Nurse(s),
- l. maintaining files, gather statistics, upload and generate reports from the Pen lieu Data System, Health Canada eSDRT system, CBRT and FNHIS system or other data system as may be applicable; distributing and tracking milk vouchers to CHN's; recording and forwarding immunizations given by the CHN's monthly;
- m. maintaining the health storage area for supplies;
- n. ordering and distribution of quarterly medical supplies and OTC medications and processing quarterly inventory books for the nursing staff;
- o. recording the minutes of the program meetings or any other meeting as may be requested by the Health Service Manager and distributing and filing as required;
- p. maintaining an address list of applicable First Nations and other health related agencies.
- q. The Health Administrative Assistant may perform other duties as required for all applicable Health Services

## **2. Organizational Responsibilities**

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As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. participating constructively in the supervision process with the immediate Manager.

## **QUALIFICATIONS**

### **1. Education**

Medical Office Assistant Diploma/Certificate is required.

### **2. Work Experience**

Three (3) or more years' experience in office administration, preferably within a community health setting with related responsibilities of a Health Services setting.

### **3. Skills/Abilities**

- a. excellent written, grammar and verbal communication skills.
- b. strong interpersonal, organizational and problem solving skills and ability to work in a dynamic, fast-paced setting with multidisciplinary approach;
- c. ability to work productively with little or no supervision and under stress of deadlines;
- d. competence in word-processing skills within a minimum of three (3) years experience;

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- e. organizational, planning and coordination skills to facilitate the work of the Health Services Program – ability to prioritize;
- f. ability to establish and maintain hardcopy and computerized filing systems;
- g. ability to maintain confidentiality;
- h. ability to work within the policies, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- i. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the district of Thunder Bay;
- j. ability to understand and/or speak an Anishinabek language.

## **CONDITIONS OF EMPLOYMENT**

- a. ability to work flexible hours and travel as determined by Health Service Managers in relation to service requirements;
- b. must possess a Class “G” Driver’s Licence and have access to a personal vehicle;
- c. must complete a criminal records check and vulnerable sector screening upon hiring.

**NOTE:** This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.