NON-CONTRACT ROLE DESCRIPTION

JD3161

ROLE TITLE:	Assistant, Occupational Health and Safety	**ROLE DESCRIPTION NO.:**	00936
DEPARTMENT:	Occupational Health and Safety	**HEABC REFERENCE NO.:**	1872187
REPORTING TO:	Manager, Occupational Health & Safety	**HSCIS CODE:**	06080
CLASSIFICATION:	NCEC/Range 3	**JOB CODE:**	06080M

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, Occupational Health & Safety, the Assistant provides administrative support to the Occupational Health & Safety Department, as well as various teams within the department. The incumbent participates in general office and administrative support including meeting coordination and support, electronic and paper based document management, SharePoint administration, equipment and supply management, and data entry.

DUTIES AND RESPONSIBILITIES:

1. Designs documents including sensitive and/or confidential reports into a professional-looking end product. Formats reports, spreadsheets, business letters, and internal memos.

2. Organizes and maintains professional graphical presentations, including presentations given to groups outside the organization.

3. Performs administrative duties such as maintaining stationary and office supplies, reviewing and preparing invoices for payment, ensuring maintenance of office equipment.

4. Completes time-keeping records, maintains related payroll and personnel records including the reconciliation of vacation, paid leave and overtime banks, and maintains payroll event schedules.

5. Answers incoming calls and responds to a variety of enquiries. Forwards messages to most appropriate team member for follow up.

6. Maintains both a paper based filing systems and computer databases (e.g., Share Point sites) to manage correspondence, documents and information.

7. Initiates travel arrangements including booking travel, hotel accommodation, vehicle rentals and confirming travel arrangements for staff within OH&S.

8. Enters statistical information into databases according to standard formats and generates standard reports as required

9. Identifies issues of concern and proposes ideas and solutions where appropriate

10. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Skills And Abilities

- COMPETENCIES - Core competencies with specific emphasis on the following:
  Leader Effectiveness:
  - Presents both verbal and written information clearly.
  - Focuses on the situation, issue or behaviour when communicating with others.
  - Listens to others and responds in an appropriate manner.
  - Requests and provides feedback in a timely manner.
  - Self Development:
    - Demonstrates commitment and motivation to continuous self-improvement.
    - Understands own strengths and areas for improvement.
    - Accepts feedback in order to improve.
  - Commitment to VIHA:
    - Demonstrates a positive attitude towards VIHA and our vision, mission and values.
    - Works ethically.
    - Complies with the regulations and standards relating to Wellness and Safety.
    - Follows and promotes VIHA policies and procedures.
    - Reports issues and concerns regarding quality care, service, and patient/client/customer confidentiality.
  - Teamwork & Cooperation:
    - Promotes team spirit by respecting differences in people, valuing diversity of opinion and working with others to achieve goals.
    - Actively encourages open dialogue and cooperation.
    - Creates a strong network of internal and external contacts.
    - Treats others with understanding, empathy, and respect.
    - Takes ownership for actions and decisions.
  - Patient/Client/customer Focus:
    - Understands the critical importance of service internal and external patients/clients/customers.
    - Communicates effectively with patients/clients/customers to assess need and establish goals that benefit all parties.
    - Achieves a high level of patient/client/customer satisfaction on a consistent basis.
    - Maintains the confidentiality of patients/clients/customers.
  - Adapting to Change:
    - Responds and works effectively in a changing environment.
    - Appreciates different perspectives on issues.
    - Creates, introduces or recommends new ideas or processes to improve quality, productivity and performance.
  - Job Knowledge and Skills:
    - Consistently applies and maintains the appropriate job, technical, and professional knowledge required to effectively perform a particular function.

- Demonstrates consistent reliability, accuracy, quantity, and quality of work.
- Assesses alternative courses of action, utilizes input as appropriate and reaches conclusions based on available data.
- Establishes clearly defined courses of action and organizes work to accomplish goals.
- Uses relationships effectively to get tasks accomplished.
- Understands key relationships within VIHA.