



NON-CONTRACT ROLE DESCRIPTION

JD3281

ROLE TITLE:	Administrative Assistant-MHO	ROLE DESCRIPTION NO.:	01001
DEPARTMENT:	Medical Health Office	HEABC REFERENCE NO.:	1872769
REPORTING TO:	Medical Health Officer	HSCIS CODE:	02010
CLASSIFICATION:	NCEC/Range 3	JOB CODE:	02010

ROLE SUMMARY

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

As a member of the Medical Health Office team and reporting to the Medical Health Officer (MHO), the administrative assistant, provides a variety of senior administrative support services to the MHO including screening and prioritizing incoming correspondence and materials, calendar planning, drafting, formatting and finalizing graphic presentation material, creating and maintaining databases; processing and monitoring expenditures, inputting confidential health information; and compiling statistical data. Works independently and communicates with internal and external stakeholders in a manner that promotes positive and respectful relationships and reflects the mandate and responsibilities of the Medical Health Officer. An emphasis on providing administrative support for the MHO in the area of communicable disease control in coordinator with the Communicable Disease Control Program and Manager.

DUTIES AND RESPONSIBILITIES:

1. Provides a variety of secretarial support services by:

- screening incoming correspondence, determining the priority of material and taking the appropriate action.
- managing the MHO's calendar and scheduling of appointments and meetings.
- contributing to reports, papers, positions, newsletters and other forms of written material for health care worker, government or other public distribution.
- composing a variety of correspondence, charts, tables, presentation material and other correspondence from rough draft or general instructions.
- arranging meetings.
- attending, recording and supporting meetings.
- scheduling and confirming client appointments.

2. Provides general administrative support services by:

- receiving, recording, prioritizing, sorting and distributing incoming and outgoing mail, faxes and courier documents and completing forms for signature.
- packaging items for shipping.
- compiling and creating a variety of lists; updating statistical tables.
- booking and setting up meeting rooms, typing and circulating notices and agendas, recording minutes of the meeting and transcribing minutes for distribution.

- liaising with the building maintenance contractor and building owner to arrange various maintenance and repair requirements.
- working with internal and external contractors and technology support.
- making travel arrangements such as booking airline flights, hotels, car rentals.
- setting up and maintaining filing systems and conducting paper and electronic searches as requested.
- maintaining office equipment.
- organizing, compiling and preparing information packages for distribution.
- managing retained written and electronic records for ready future access.

3. Liaises with Elected Officials, Senior Management for Local Government, School Districts and Non-Government Organizations, Provincial Ministries, health care workers in various settings, VIHA Program Managers and staff, Medical Health Officers and their professional staff both within VIHA and the province or nationally as they relate to the office of the Medical Health Officer.

4. Manages the budget, expenses fiscal and non-fiscal operations of the MHO office. Processes and monitors expenditures by performing duties such as initiating documents for purchases (e.g. purchase order, requisitions), verifying coding and calculations, liaising with internal departments and/or suppliers, reconciling expenditures and following up on discrepancies.

5. Utilizes and maintains databases pertaining to the MHO by:

- verifying information to ensure completeness and accuracy of information submitted on forms, reports, etc., and preparing document files;
- inputting confidential information into the database system;
- generating reports and verifying the accuracy of inputted information, correcting errors and/or omissions;
- generating month-end and year-end reports as they pertain public health and preventative medicine.

6. Designs and develops presentations using appropriate software.

7. Organizes, coordinates, and supports trainees working with the MHO office

8. Act on behalf of the Medical Health Officer in issues related to human resources including position screening and interviews and involvement in the evaluation of employee performance.

9. Act on behalf of the Medical Health Officer in issues related to corporate operations and program policy development

10. Interact with politicians and senior government officials on matters relating to legislation and potential legal matters as well as confidential personal situations.

11. Triaging and prioritizing enquiries, correspondence and communications.

12. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to high school graduation plus additional related coursework in office or business administration and three (3) years' related experience in a large complex organization, preferably in a clinical program/portfolio or government/health authority setting.

Skills And Abilities

- Ability to type 60 wpm.
- Ability to communicate effectively, both verbally and in writing.

- Ability to apply knowledge of office practices and procedures.
- Ability to perform duties with accuracy.
- Ability to operate related equipment.
- Ability to use computer support programs such as Word, Excel, Publisher and Power Point.
- Ability to plan, organize and prioritize.
- Business writing skills.
- Ability to establish and maintain rapport with clients.
- Ability to analyze and resolve problems.
- Physical ability to carry out the duties of the position.
- Knowledge of medical terminology.
- Ability to use computer support programs such as Word, Excel, Publisher and Power Point.