



Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
	Executive Offices Administrative Assistant	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Executive Offices	Executive Assistant	Hay River Regional Health Centre

PURPOSE OF THE POSITION

The Executive Offices Administrative Assistant summer student position provides a full range of administrative support such as word processing, database entry and management, website maintenance and communication support for the Senior Leadership Team.

The position is located at the Hay River Regional Health Centre and reports directly to the Executive Assistant.

SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or the Náydı Kúé Building. The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

RESPONSIBILITIES

1. Provides administrative support to the Senior Leadership Team to support the efficient operation of the Executive Offices.

- Assists with the development and distribution of correspondence, presentations, reports, protocols, policies and procedures.
- Assists in the preparation for public consultation meetings, trainings and workshops, annual general meetings and special meetings.
- Assists with preparation, entry and submission of payroll data efficiently and accurately for the Executive Offices.
- Assists with travel arrangements, itineraries, financial documentation and processing travel claims for the Senior Leadership Team.
- Processes mail and facsimiles for the Executive Offices.
- Provides administrative support to the members of the Senior Management Team as required.
- Assists with preparing meeting notifications, agendas, correspondences and minutes for internal committees as requested by the Executive Assistant.
- Other duties and projects as required by the Executive Assistant.

2. Manages special projects as delegated by the Executive Assistant.

- A variety of projects may be assigned as the need arises. This could include projects that may have an organizational wide impact.
- Assists the Executive Assistant with posting up-to-date and consistent internal and external messaging by using a variety of communication tools.
- Assists with the management of the public website for the HRHSSA and works directly with the Executive Assistant to maintain the site, and keep it current and engaging.

POSITION ROLE IN CLIENT & STAFF SAFETY:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

Criminal Record Check

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be a student returning to high school or post-secondary school in Fall 2022
- Class 5 driver's license
- Knowledge of the Microsoft Office suite of programs (Word, Outlook, Excel)
- Excellent interpersonal skills for working in a team environment
- Effective time management, organizational skills and cross-cultural awareness
- Effective oral and written communication skills
- Ability to work independently
- Eagerness to learn and a positive attitude

WORKING CONDITIONS

Physical Demands


Environmental Conditions


Sensory Demands

Mental Demands

CERTIFICATION

Position Number:

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>Executive Assistant, Marketing and Communications Coordinator</p> <p>_____ Supervisor Title</p> <p></p> <p>_____ Supervisor Signature</p> <p>May 5, 2022</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
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<p></p> <p>_____ Director/Chief Executive Officer Signature</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	<p>May 2, 2022</p> <p>_____ Date</p>
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The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.