



## Job Description

### IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
	Human Resources Administrative Assistant Student Position	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Human Resources	Manager, Human Resources	Hay River Regional Health Centre

### PURPOSE OF THE POSITION

The Human Resources Administrative Assistant summer student position provides a full range of administrative support such as word processing, database entry and management, website maintenance and Human Resources related support for the Human Resources Team.

The position is located at the Hay River Regional Health Centre and reports directly to the Manager of Human Resources.

### 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 Human Resources Team to support the efficient operation of the department.**

- Assists with the development and distribution of correspondence, presentations, reports, protocols, policies and procedures.
- Assists in the preparation for public presentations, trainings and workshops.
- Assists with preparation, entry and submission of payroll data efficiently and accurately for the Human Resources department.
- Assists with travel arrangements, itineraries, financial documentation and processing travel claims for the Human Resources team.
- Processes mail and facsimiles.
- Provides administrative support to the members of the Human Resources department or other departments as required.
- Assists with preparing meeting notifications, agendas, correspondences and minutes for internal committees as requested.
- Other duties and projects as required by the Manager of Human Resources.

### **2. Manages special projects as delegated by the Manager of Human Resources.**

- A variety of projects may be assigned as the need arises. This could include projects that may have an organizational wide impact.
- Assists the team with job postings, recruitment and employee onboarding as required.
- Prepares packages for competition panels, books interview rooms and assist with interview scheduling.
- Assists the Compensation/Human Resources Officer with the data entry filing and file audits.

## **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**

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##### **Physical Demands**

	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
Frequently required to remain at desk for extended periods of time. Computer work Interviews	Daily	4-6 hours	Increases as duration increases

##### **Environmental Conditions**

	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
As typically associated with an office environment.	Daily	Normal	Normal

##### **Sensory Demands**

	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
Periods of concentration, a high level of accuracy and attention to detail with frequent interruptions that result in continually evaluating and shifting priorities. A high level of attention to detail must be exhibited in responding to client inquiries and requests for assistance.	Normal	Normal up to 7 ½ hours per day	Increases as duration increases.

**Mental Demands**

	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
The incumbent is the first line contact and must deal with constant interruptions while trying to accomplish a high volume of responsible and often challenging work tasks. The incumbent is required to deal with emotionally upset employees or other clients and is expected to remain calm, controlled and professional, regardless of the situation and demonstrate a constantly high level of customer service and empathy.	Varies	Varies	High

**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>Manager, Human Resources _____ Supervisor Title</p> <p><i>Juanita</i> _____ Supervisor Signature</p> <p>March 22, 2023 _____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p><i>[Signature]</i> _____ Director/Chief Executive Officer Signature</p> <p>March 21, 2023 _____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

**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.**

New – March 2023