



# **MATAWA HEALTH CO-OPERATIVE**

## **Administrative Assistant Job Description**

**QA#:** CO-OP JOB 004 **Dept:** Matawa Health Co-Op **Issue:** December 1, 2019 **Revised:** February 21, 2020 **Approved:** Frances Wesley

## **PURPOSE OF THE POSITION**

Matawa First Nations established the Matawa Health Co-operative. This provincially incorporated Co-op consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations.

The MHC Administrative Assistant shall work closely with the MHC Executive Director and the Matawa Health Cooperative Staff. He/she will report to the Executive Director of the Matawa Health Cooperative.

The Administrative Assistant is a highly-skilled and self-motivated profession who will work closely with the Executive Director, Board of Directors and Health Cooperative Staff in a dynamic but demanding and fast-paced administrative office environment.

## **SCOPE**

Under the supervision of the MHC Executive Director, the Administrative Assistant provides day-to-day support and assistance for the MHC Executive Director, and Board of Directors as required by providing secretarial support that includes managing documents and workflow; coordinating appointments, travel/accommodations/meeting arrangements and by assisting and referring callers.

The Administrative Assistant will work with the Matawa Health Cooperative health team in coordination to meet the needs and/or requests of the direction from the MHC Executive Director.

## **RESPONSIBILITIES**

### **Correspondence and Workflow**

Coordinate activities for the Executive Director and MHC Health Staff:

- Acknowledge and prepare responses to routine correspondence, e-mail and telephone calls and voice mail for the MHC Executive Director
- Coordinate and maintain up-to-date filing systems for general correspondence and issues in the MHC Executive Director's office;
- Play a key coordinating and resource-person role in planning, organizing, monitoring and managing the affairs of the Matawa Health Cooperative;
- Provide general assistance to the MHC Executive Director by referring correspondence for action/response, by obtaining briefs from appropriate departments of the MHC and by monitoring and tracking correspondence including project submissions and funding arrangements;
- Prepare correspondence, and memorandums, assist in the preparation and publication of annual reports and other reports;
- Provide regular team support, feedback and cooperation to Reception/ Administrative staff;
- Develop and maintain files and templates for resolutions, assembly and meeting materials;

- Contact First Nations and organizations to poll and/or collect data on strategic initiatives, as directed;

#### Meetings for Board of Directors and Annual General Meetings

- Coordinate and maintain an up-to-date schedule of MHC Executive Director's activities and meetings;
- Organize and coordinate meetings and conferences including telephone and video conferences;
- Record, transcribe and/or prepare, copy minutes, summary of motions passed for MHC Executive Director, Board of Directors, Board Committees and other meetings and to submit all documents in a timely manner for review;
- To maintain and safe keep of all minutes of the Board of Directors and their committees.
- To maintain and safe keep all Annual General Meeting minutes (AGM) and original signed resolutions passed at the AGM and any and all records including First Nations resolutions required for the AGM as per by-laws.

#### Travel and Appointments

- Coordinate and arrange all travel and accommodations for the MHC Executive Director, Board of Directors as well as for Clinical staff, guests/delegates as directed
- Prepare and submit expense claims for the MHC Executive Director; prepare travel reimbursement claims (invoices) for travel sponsored by third parties.
- Ensure that expense/travel claims for the Board of Directors are prepared and accounted for as per Matawa policies and procedures.

#### Communication, Referrals and Public Relations

Develop and maintain a cooperative working relationship with MHC staff and Matawa organizations, other Tribal Councils and political organizations such as NAN. Liaise with the callers and the public regarding Matawa Health Co-op issues:

- Provide telephone information, assistance and referrals for guests and callers.
- Assist with distribution of information and hand-out materials at the office and public events;
- Form contacts and linkages with member First Nations and Aboriginal organizations as well as non-Aboriginal organizations and government offices;

#### Supervisory

- Supervise, direct and train summer students, interns and other placements working under the Matawa Health Cooperative

#### Other

- Other duties related to effectively operate the Matawa Health Co-op office, as assigned

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- A Degree/Diploma in Office Administration or related field, and
- At least five years' experience in a senior secretarial/administrative position
- Excellent secretarial, interpersonal communication, word processing, note-taking, file management skills;
- Fluency in Cree or Ojibway is a definite asset;

### **Skills**

The incumbent must demonstrate the following skills:

- The position demands a high degree of organization, multi-tasking and priority setting skill in confidential atmosphere.
- Ensuring key correspondence is brought to the attention of the MHC Executive Director and appropriate MHC staff member for action.
- Making travel/accommodation arrangements and preparing travel orders and preparing the resulting expense claims for the MHC Executive Director and Board by economical means ensuring accuracy, completeness and timeliness in work.
- Determining executive office supply needs and preparing purchase orders with economy, accuracy and completeness in accordance with Matawa policies and procedures.
- Communication Skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Administrative Assistant. The incumbent must also demonstrate the following personal attributes

- Organizational and planning skills
- Problem analysis and problem-solving skills
- Judgement and decision-making ability
- Initiative
- Attention to detail and accuracy
- Flexibility

## **QUALIFICATIONS AND REQUIREMENTS**

The incumbent must have proficient knowledge in the following areas:

1. Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care

2. Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable sector)
3. Must be able to travel to the Matawa First Nation Communities and meetings/workshops when required
4. A valid driver's license
5. Access to a personal vehicle is an asset
6. Ability to speak Oji-Cree or Cree an asset

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills
- The ability to maintain records confidentiality
- Demonstrated interpersonal and leadership/management skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting
- Demonstrates commitment to fostering a health and positive work environment
- Must be willing to travel as required
- Ability to maintain patient confidentiality

### **WORKING CONDITIONS**

#### **Physical Demands**

The employee may have to travel to the communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The employee may have to spend long hours sitting and using office equipment, computers and attending meetings.

#### **Environmental Conditions**

The Matawa Building may be a busy facility. The employee may have to manage a number of projects at one time, and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

**Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

**Mental Demands**

The employee will have to manage a number of requests and projects at one time. They must be aware of MHC business in the communities and any and all relevant legislation, policies and procedures.

Must be available and accessible to the Executive Director for call-ins and for evening/weekend work. The employee must be prepared to deal with emergencies and stressful situations at any time.

**CERTIFICATION**

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Employee Signature		Supervisor's Title	
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Printed Name	Date	Supervisor's Signature	Date
I certify that I have read and understand the responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to the position.	
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Chief Executive Officer's Signature		Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.			

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

