



**MATAWA HEALTH
CO-OPERATIVE**

**Nursing Transfer Initiative (NTI)
Administrative Assistant
(Nursing Transfer Initiative)
Job Description**

PURPOSE OF THE POSITION

The Administrative Assistant works under the direction and supervision of Executive Director. The position provides general day-to-day administrative and clerical support to the Nursing Transfer Initiative Team: Specialized Nurse Consult (SNC) and Community Engagement Coordinator (CEC).

The person must be committed to a community development philosophy, primary care model, and inter-disciplinary health practice, establishment of partnerships with other agencies, cultural competency and collaborative relationships with other staff.

RESPONSIBILITIES

1. Provide general administrative and clerical support to the Nursing Transfer Initiative Team (SNC & CEC)
 - a. Maintain an up-to-date community health and social services contact list
 - b. Coordinate and maintain up-to-date filing system
 - c. Maintain files, templates, meeting materials and resources
 - d. Take and relay messages and/or call for program staff
 - e. As directed, acknowledge and prepare responses to inquiries and requests
 - f. Assist in preparation of reports, correspondence, proposals and submissions – typing, formatting, ensure proper forms are completed, mailing/faxing/emailing, tracking addresses and contacts
 - g. Coordinate travel arrangements for Nursing Transfer Initiative Team
 - h. Prepare, complete and submit forms required for staff travel according to policy and procedures
 - i. Maintain Quality Assurance manual and materials as requested
2. Assist in organizing community engagements, meetings or other events for Nursing Transfer Initiative Team
 - a. Contact and confirm delegates/participants.
 - b. Prepare packages for participants
 - c. Prepare, complete and submit forms for travel according to policy and procedures
 - d. Prepare and complete travel form advances, expense claims and reimbursements
 - e. Arrange and coordinate logistics
 - f. Take notes and/or minutes as required

- g. Attend meetings as directed by the Specialized Nurse Consult
3. Ensure effective administrative procedures and practices are applied within the organization
 - a. Adhere to Matawa Health Co-operative's Policies and Procedures
 - b. Assist with organizing monthly activity reports as required
 - c. Contribute and participate in the overall organizational development; professional development, quality assurance/management, gatherings, etc.
4. Performs other related duties as requested;

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have proficient knowledge in the following areas:

1. Diploma in Office Administration would be an asset
2. Some experience working in an administrative/clerical position would be an asset
3. Fluency in Cree or Ojibway is a definite asset
4. Good knowledge of Matawa First Nation Communities
5. Good knowledge of health and social service providers/other organizations
6. Strong understanding of First Nation communities' culture, traditions and practices

The incumbent must demonstrate and/or possess the following:

1. Good secretarial, interpersonal communication, work processing, note taking, file management skills
2. Excellent communication, oral and written skills
3. Excellent interpersonal skills, organizational and planning skills
4. Ability to make travel arrangements, purchase orders and adjustments in a timely and organized manner

The incumbent must demonstrate the following person attributes:

1. Maintain strict confidentiality
2. Maintain standards of conduct
3. Demonstrate sound work ethics
4. Be consistent, flexible, accountable and transparent
5. Cultural awareness and sensitivity
6. Respect, honesty and integrity
7. Judgement and decision-making ability
8. Initiative
9. Attention to detail and accuracy
10. Flexibility and punctuality

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

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
- A valid driver's license

WORKING CONDITIONS

Physical Demands

- May have to lift, carry and manage equipment and supplies
- May have to work odd or long hours at a time to complete special requests or projects
- May have to spend long hours sitting and using office equipment, computers and attend meetings

Environmental Conditions

- May find the environment busy and manage all types of stressful calls
- May travel to communities in all types of weather conditions
- May have to manage several people and projects at one time

Sensory Demands

- Will spend long hours with use of computer and may experience eye strain and occasional headaches

Mental Demands

- May work long hours in the event of an emergency/crisis
- May experience mental strain, trauma and stress

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> 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.
<hr/> 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.