



# **MATAWA HEALTH CO-OPERATIVE**

## **Job Description**

### **Physician Services**

### **Administrative Assistant**

**QA#:** CO-OP JOB 009 **Dept:** Matawa Health Co-Op **Issue:** September 23, 2020 **Approved:** Frances Wesley

*Must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate).*

## **PURPOSE OF THE POSITION**

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

The Administrative Assistant shall work closely with the MHC Director of Clinical and Nursing Services and the Physician team. He/she will report to the Executive Director of the Matawa Health Cooperative.

## **SCOPE**

The Administrative Assistant will provide day-to-day support and assistance by providing secretarial duties that includes managing documents and workflow, answering telephones, coordinating appointments, travel/accommodations/meeting arrangements and by assisting and referring clients.

The Administrative Assistant will work collaboratively with the Matawa Health Cooperative Physician Team, Director of Clinical and Nursing Services, and the Director of Matawa Health Cooperative to meet the needs of the physician program and services.

## **RESPONSIBILITIES**

1. Coordinate and maintain up-to-date filing systems for general correspondence and issues as it pertains to the MHC Physician Services;
2. Prepare correspondence, and memorandums, assist in the preparation and publication of annual reports and other reports as required for the MHC Physician Services;
3. Work cooperatively and in support of the MHC Director of Clinical and Nursing Services and Physician Team;
4. Assist with meetings as required (coordinating, scheduling and minute taking);
5. Assist with coordination of travel for MHC Physician Team which may include accommodations and preparation of travel claims;
6. Assist with purchasing supplies and placing orders for the Physician Services/Team;
7. Assist with the submission and processing of completed staff forms and requests from Physicians;
8. Work collaboratively with the Matawa First Nation communities and their designates, the MHC Director of Clinical and Nursing Services and Executive Director in the development

- of MHC's physician services as well as its maintenance and evaluation;
9. Work collaboratively with the Matawa First Nation communities and their designates to provide pertinent correspondence and updates as required from MHC physician services;
  10. Provide administrative support as it pertains to the development of MHC Physician Policies, Procedures, and Work Instructions;
  11. Support with data/stat collection and record keeping as required;
  12. May require travel to Matawa First Nation communities, often by small aircraft;
  13. All other duties as deemed necessary by your immediate Lead/Supervisor.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- A Diploma in Office Administration or related field
- Experience working in an administrative/clerical position
- Experience working in a clinical setting would be considered an asset;
- Fluency in Cree or Ojibway is a definite asset
- Good knowledge of Matawa First Nations communities
- Cultural Competency
- Knowledge of First Nations culture, history, community-based services, geographic realities and social conditions within remote First Nations communities;
- Familiar with privacy, confidentiality, and duty to report.

### **Skills**

The incumbent must demonstrate the following skills:

- Self-starter who is able to effectively work independently and/or as part of a team;
- Highly adaptable and able to work in a fast-paced environment, while demonstrating appropriate discretion, judgement and problem-solving skills;
- Strong interpersonal and communications skills (written and oral) and an ability to establish and maintain rapport effectively with staff, clients and partners;
- Highly organized, capable to multi-task and manage time effectively;
- Proficiency in computer skills and technology-based applications: word processing/Microsoft Word, Outlook/email, electronic databases, etc.
- Good secretarial, word processing, note taking, and file management

### **Personal Attributes**

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

- Organizational and planning skills
- Demonstrate sound work ethics
- Attention to detail and accuracy
- 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 healthy and positive work environment

### **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

### **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**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name                      Date

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Supervisor's Signature                      Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

\_\_\_\_\_  
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.