



**North Eastman Health Association Inc.
Job Description**

**Administrative Assistant II
Community Programs**

POSITION SUMMARY:

Under the direction of the Immediate Supervisor, the Administrative Assistant is responsible for providing administrative/clerical support for the day-to-day operations of the Mental Health and Home Care programs in accordance with the North Eastman Association's Mission, Vision and Values.

REPORTS TO: Director of Home Care Services

UNION: MGEU – Community Support

QUALIFICATIONS:

Education & Experience:

- Completion of Grade 12 or equivalent.
- Proficiency in computer applications, in particular Microsoft Office and Excel.
- Ability to operate standard dictating and office equipment.
- Data entry (Accuracy of reporting is of prime importance).
- Two to three years related experience is required.

Knowledge, Skills & Abilities:

- Excellent oral and written communication skills.
- Demonstrated organizational skills.
- Ability to operate required equipment.
- Ability to maintain positive working relationships in a team based working environment.
- Demonstrated ability to display professional conduct at all times when dealing with fellow staff members, public, Board Members, etc.
- Ability to prioritize and meet deadlines.
- Ability to maintain confidentiality with access to sensitive information

POSITION DUTIES AND RESPONSIBILITIES:

- Develops and maintains an effective information management system.
- Responsible for data entry, utilizing the MHMIS, MSSP, PMRS, QHR systems.
- Under direction, may prepare and maintain statistical summaries and be required to point out errors and inconsistencies.
- Responsible for preparing notices, agendas and minutes for Mental Health and Home Care program meetings, committees and sub-committees.
- Provides assistance to the Mental Health team in advertising, distributing information to the public, staff and schools.

