



Summary

The Administrative Support shall act as the focal point of communication for the Nookomisnaang Shelter team, with confidentiality being the key issue at all times. The Administrative Support will be responsible for providing a consistently high standard of secretarial and administrative support to the staff interact with other departments, clients, health care professionals and external agencies. Other responsibilities will include aiding in the organization of the overall workload and ensure the effective use of manpower and resources to assist in the smooth running of the department. In undertaking the role of Administrative Support, the post holder will be required to initiate their own tasks and prioritize work.

Responsibilities

1. Customer Service, Visitor Management, Information System, Staff Assistance, Records System, and Administrative Tasks;
2. Assist with clerical/administrative support to clients, families, staff and health care professionals.
3. Analyze data and relevant information to: compose reports, compile statistics, prepare letters, memos and agendas.
4. Manage daily schedules, internal and external appointments
5. Maintain an accurate and confidential filing system.
6. Independently respond to both verbal and written inquiries.
7. Prepare, key in, edit, and proofread medical records, reports, articles, case histories and correspondence from machine dictation, shorthand and handwritten notes using computers
8. Interview clients in order to complete forms, documents and case histories
9. Initiate and maintain confidential medical files and records
10. Assist with vacation coverage, ordering supplies, etc.
11. Provide administration support to Health Centre staff and Health Care professionals
12. Schedule and maintain appointment calendars and book meeting rooms.
13. Ensure timeliness of investigation through data base tracking.
14. Prepare information requests, follow ups, reminders, file reviews, and other general correspondence as appropriate or as directed by Health Centre staff and health care professionals.
15. Complete data entry and ensure filing is up to date.
16. Maintains confidential files and records.
17. Contribute as a team member to ensure administration support is available in the department.
18. Present a positive and professional image of the office to all visitors, suppliers, inquiries, and other interactions
19. Other duties and projects as required or assigned.

Qualifications

- College diploma; OSSD diploma;
- 2 years' experience in an administrative role.
- Experience with Electronic Medical Records Software.
- Ability to communicate and work effectively on a multidisciplinary team.
- Excellent computer skills: Word, Excel, PowerPoint, Outlook, Calendar
- Strong knowledge of general office procedures
- Strong working knowledge of software packages.
- Able to write and format moderately complex correspondence, including memos, letters, etc.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Ability to interpret and implement company policies and procedures
- Resourcefulness and flexibility
- Previous experience in handling confidential or sensitive information; knowledge of applicable data privacy laws
- Superior telephone manners and strong interpersonal skills
- Strong customer service orientation

Salary: \$49,730.00. Interested applicants **MUST** submit: 1) A cover letter; 2) Updated resume; 3) Photocopy of certificates/diploma/degree from a post-secondary institution, and 4) Contact information (email, phone number) of 2 work related references.

Attention: Melissa Roy
NAANDWECHIGE-GAMIG Wikwemikong Health Centre
P.O. Box 101, 16A Complex Drive, Wikwemikong, Ontario POP 2J0
Telephone: 705-859-3164 / Fax: 705-859-3300 / Email: melissaroy@wiikwemkoong.ca

Deadline: Until Position is Filled

Late or incomplete applications will not be considered and we appreciate your interest.