

Georgina Nurse Practitioner Led Clinic

Job Description

Job Title:	<i>Administrative Assistant</i>
Accountable To:	<i>Lead Administrator</i>
Status	<i>0.6 Full time equivalent (22.5 hrs a week)</i>
Date:	<i>November 4, 2020</i>

Position Summary

The Georgina Nurse Practitioner Led Clinic provides primary health care services to the residents of Georgina with outreach services to two local schools, two local shelters and Georgina Island. The Administrative Assistant encompasses all expectations of the Receptionist/Clerical role as well as more direct administrative support for the Lead Administrator and Clinic Director. The Administrative Assistant plays an important role in the smooth functioning of the GNPLC and is critical to its success. The position requires excellent administrative support skills and an ability to work in a fast-paced, changing environment to meet the demands of the clinic.

Key Areas of Responsibility and Duties

- Is available to assist the Lead Administrator, Clinic Director and Board of Directors with administrative activities to contribute to the efficient function of the clinic and the attainment of goals within the Vision and Values of the Organization
- Organize team meetings, prepare agenda, maintain and distribute minutes
- Process day to day human resources including time tracking, professional development and schedule change requests
- Maintain administrative manuals and equipment lists, Human Resources records, and general administrative filing systems.
- High degree of accuracy and attention to detail with the ability to arrange priorities as necessary to perform tasks
- Excellent computer and social media skills and acts as back up for all necessary IT sources
- Strong knowledge of Microsoft Office (Word, Excel, PowerPoint) and bookkeeping software
- Advanced knowledge of Microsoft Excel, including the ability to analyze statistical data as required
- Assess administrative work flow and provide feedback; makes recommendations to the Lead Administrator
- Ability to perform all Receptionist/Clerical job duties in a positive and helpful manner and assist as needed.
- Demonstrating a willingness to assist with the workload during vacation or absence of other clerical staff
- Ability to deal with multiple requests, calls and prioritize work
- Perform injections, venipuncture and point of care testing if certified and within the authority of the medical directive for the clinic

Organizational Role

- Maintains current knowledge of policy manuals, reading minutes of meetings and keeping up to date with organizational events, policies and changes.
- Maintains administrative manuals (e.g. administrative policies & procedures, equipment/warranty filing, inventory of supplies/equipment)
- Maintains and develops competence through ongoing continuing education
- Participates in clinical projects, program review and development as required
- Work effectively, both independently and as part of a Team
- Perform other related duties as assigned by the Lead Administrator

Confidentiality of Information

- Ensures adherence to the freedom of information act and protection of privacy
- Exercises care in protecting confidential and sensitive information related to clients and personnel.
- Acts as back up Privacy Officer

The above duties are representative but are not to be considered all-inclusive.

Job Requirements

- Ability to work with current computer systems
- Adhere to Occupational Health and Safety policies and procedures as per applicable legislation
- Adhere to all policies and procedures of the Georgina NPLC
- Ability to work flexible work hours, including evenings

Physical Demands

- Majority of time will be spent in direct administrative duties in the clinic.
- Moderate: The position requires minimal physical effort and the workday comprises roughly equal amounts of standing, sitting and walking, with frequent position changes.
- Travel within the community may be requested

Qualifications

- Bachelor's degree or Office/Business Administration of Medical Secretary diploma with at least 5 years of work experience in a senior administrative position, preferably in a health care setting
- Excellent interpersonal and oral/written skills with the ability to maintain confidentiality and impartiality
- Excellent information technology skill including Microsoft Office (Word, Excel, PowerPoint), social media, Internet searches, and experience in payroll and bookkeeping
- Ability to prioritize, manage time effectively and be flexible in a very active work environment
- Phlebotomy &/or Injection Certificate or willingness to take the program
- Current BCLS

Key Relationships and Interactions

Internal

- Lead Administrator and Clinic Director
- Interdisciplinary Professionals
- Collaborative physicians
- Board of Directors
- Functions as a member of the Georgina NPLC

External

- Patients
- Liaises with community agencies, other health providers and outside regulatory and accrediting agencies as required

Supervisory Responsibility

None

Remuneration

Salary range- \$25.61 to \$26.96 per hour (\$49,939 to \$52,568 Full-Time equivalent)

Benefits: HOOPP pension and group benefits plan (for 0.6 and 1.0 FTE)

Approved By:	Lisa Joyce
Date Approved:	November 10, 2020
Reviewed:	Beth Cowper-Fung NP PHC MN

The Georgina Nurse Practitioner Led Clinic is an equal opportunity employer. Our recruiting and employment practices are in accordance with the Ontario Human Rights Code.