

**INTERDISCIPLINARY ASSISTANT
FAIRMOUNT HOME****POSITION SUMMARY**

The Interdisciplinary Assistant (IA) provides support and assistance to the Fairmount Home managers. The position is responsible for the coordination of and follow up on assigned tasks and activities. The IA will carry out the duties in alignment to the organization's mission, vision and values, and work to further its priorities.

SUPERVISION RECEIVED

Works under the supervision of the Executive Assistant.

CORE COMPETENCIES

- Demonstrates the core Corporate competencies: Professionalism, Respect and Integrity; Client Service Orientation; Accountability, Commitment and Perseverance; Communication; Innovation/Process Improvement; and Teamwork
- Demonstrates the core Department competencies: Gentlecare® Philosophy

KEY RESPONSIBILITIES AND ROLE EXPECTATIONS

- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal, Provincial and Municipal statutes; performs the responsibilities of the position consistent with the Operational policies of the County and the applicable collective agreement
- Coordinates and follows up on all interdisciplinary tasks and activities that are required as a result of, but not limited to, accreditation, team meetings, performance indicators, tours and events
- Maintains statistics and completes data input for in-service evaluation results, staff training attendance, accreditation requirements, fire drill attendance, maintenance work orders and water volume reports (Ministry of Environment)
- Prepares monthly newsletter
- Assists with various resident and employee surveys on behalf of management
- Maintains the quality improvement bulletin board and staff reference library
- Monitors the content of the Home's website and assists with updates as needed
- Maintains inventory of documents such as brochures and booklets
- Records, prepares and distributes minutes at meetings as required

Health & Safety

- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act

Other Duties

- Provides back-up coverage for the Receptionist and Administrative Clerk, as assigned
- Completes other duties as assigned

The foregoing description reflects the general responsibilities and expectations necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification

EDUCATION AND EXPERIENCE:

- Grade 12 diploma or equivalent, plus an additional program in office administration of up to six (6) months or equivalent
- Three (3) months of experience in office administration
- Experience using databases is an asset

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated understanding, acceptance and commitment to promoting the Home's mission, vision and values
- Demonstrated understanding and commitment to the Gentlecare® philosophy
- Demonstrated commitment to client/resident-centered service/care
- Demonstrated respect for individual differences and competencies
- Knowledge and effective command of office procedures
- Demonstrated computer proficiency including knowledge of Microsoft Office Suite of products including Word (Intermediate), Excel (Basic), Publisher (Intermediate) (will be tested); knowledge of PowerPoint and Outlook and the ability to use patient care software
- Demonstrated strong communication skills, both written and verbal and ability to communicate information to a diverse audience base
- Demonstrated knowledge of all legislation and regulations pertinent to the role as well as an understanding of policies and legislation affecting the department
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence in a professional, consistent and positive manner
- Demonstrated time management and prioritization skills with the ability to function within a fast-paced environment, responding with flexibility to changing priorities
- Demonstrated ability to coordinate and facilitate
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset


- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, clients/resident/patients and the public
- Demonstrated ability to build resiliency and be aware of own strengths and limitations
- Proven willingness to learn and acquire new information and skills
- Ability to problem solve using factual information
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated ability to attend work on a regular basis
- Satisfactory Criminal Reference Check and Vulnerable Sector Screen
- Demonstrated ability to meet the physical demands of the position

WORKING CONDITIONS:

- Interruptions in the work environment
- Periods of time sitting, viewing a computer monitor and keyboarding

COMPENSATION:

- Probationary period as per applicable Collective Agreement
- Compensation and benefits as per the Collective Agreement

Manager Signature:	
Date:	January 1, 2019