

# DEVONSHIRE CARE CENTRE

## Employment Opportunity

### ADMINISTRATIVE ASSISTANT

**Position Number:** DCC10005

**Closing Date:** until suitable candidate found

**Status:** Full Time Permanent

#### **JOB SUMMARY:**

Reporting to and supporting the Site Leader, the Administrative Assistant is usually the first point of contact for anyone entering the PPSL Home, thus must be a positive, outgoing and informed presence, willing to attend to others' needs and become a vibrant part of the PPSL Home's community. Serves residents, families, visitors and staff in a welcoming manner, assisting and supporting as required. The Administrative Assistant ensures a commitment to resident safety and to our "culture of safety" as per the Strategic Directions of Park Place Seniors Living.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Cordially receives, assists and directs residents, tenants, families, visitors and staff within the PPSL Home, including accompanying visitors to their destination as required.
2. Answers, directs, and responds to phone calls and queries.
3. Clerical duties including filing and word processing (eg. typing minutes), sorting and distributing incoming and outgoing mail.
4. Orders office supplies, including for printers, fax machines, photocopier, etc.
5. Develops, updates and maintains all lists (eg. emergency staff fan-out telephone list, residents list).
6. Responsible for directing the shipping and receiving of supplies for the PPSL Home.
7. Identifies, plans and participates in in-services, orientation, and training programs.
8. Advocates for and communicates residents' needs to staff.
9. Participates in meetings and takes minutes as requested.
10. Maintains close cooperation, communication, and liaison with staff and other professionals involved in the provision of care to residents and tenants.
11. Maintains up-to-date knowledge of Park Place's policies and procedures and relevant legislation. Interprets and implements these as necessary.
12. Maintains strict confidentiality of information gained as a result of the employment relationship.
13. Attends work-related conferences and seminars as directed.
14. Other duties as required.

**HEALTH AND SAFETY RESPONSIBILITIES:**

- Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
  - Uses safe work procedures,
    - Promotes health and safety policy and awareness,
  - Makes safety suggestions.
  - Reads OHS minutes posted.
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Sets a good example.

**QUALIFICATIONS:**

College degree with recent related experience an asset. Computer skills required.

**SKILLS AND ABILITIES:**

- Ability to communicate fluently in English, both verbally and in writing.
- Demonstrated organizational, communication, and conflict resolution skills required
- Must be able to establish and maintain cooperation with all personnel and maintain harmonious relations with clients and families.
- Physical ability to carry out the duties of the position
- Must be free of communicable disease transmitted through casual contact
- Must be able to work in many varied stressful situations
- Must be able to work independently and as part of a team
- Ability to operate related equipment.
- Must have a Criminal Records check completed.

**Physical Demands:**

The Administrative Assistant position requires a significant amount of lifting, walking, reaching, bending, pushing, standing and sitting. . In an average day the employee spends 2 to 6 hours sitting. Lifts a maximum of 30 lbs. Must be able to manage stressful work situations with dexterity.

**Health and Safety Risks – Environment**

Physical: Strain on shoulder, neck and back, eye strain, cuts or scrapes..

Environmental: Draught, dust exposure, working alone situation.

Chemical: Minimal

Biological: Exposure to communicable diseases (eg.. colds, influenza, GI issues)

**APPLY TO:**

Devonshire Care Centre

1808 Rabbit Hill Road

Edmonton. AB T6R 3H2

[hrdcc@parkplaceseniorsliving.com](mailto:hrdcc@parkplaceseniorsliving.com) or 780-665-8051 (fax)

**A CURRENT AND CLEAR CRIMINAL RECORDS CHECK IS REQUIRED FOR ALL NEW EMPLOYEES**