

JOB DESCRIPTION

Administrative Officer

Health Transformation Department

SUMMARY:

The Health Administrative Officer will provide administrative support and assistance to the Health Transformation Program Manager, the Health Transformation Team and related staff to manage a variety of health programs and projects in the Health Transformation Department at NAN.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Health Transformation Program Manager, and Health Transformation staff as required to organize internal and external meetings and teleconferences;
- Assist with the planning and coordination of NAN-wide health workshops, training programs, forums, summits and committee and/or working group meetings, including promoting/advertising, recruiting and confirming participants, making travel and accommodation arrangements for participants, and developing and distributing agendas and relevant supporting information/registration materials;
- Liaise with the Health Transformation Advisory committees and/or working groups and ensure ongoing effective and proactive communication with its members;
- Coordinate and arrange professional development workshops/courses for the Health Transformation Team
- Attend both internal and external meetings/conferences, take meeting minutes, and ensure action items are logged and circulated for follow-through;
- Coordinate and arrange travel for staff and external consultants as requested;
- Accurately prepare purchase/travel orders and Requests to Purchase Services for review and approval;
- Assist with the preparation and submission of budgets, activity and financial reports and funding proposals;
- Format correspondence, briefing notes, memorandums, activity and funding reports and proposals as requested;
- Coordinate and maintain up-to-date filing systems for general correspondence; and maintain up to date contact list of NAN community Health Directors, and other frontline workers;
- Assist with record keeping, scanning documents and filing on a cloud-based system (SharePoint)
- Acknowledge and prepare responses to correspondence, e-mail, telephone calls and voice mail, when requested;
- Support the administration of any community-based flow through processes and financial reporting as required

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- Contact First Nations and NAN organizations to poll and/or collect data on strategic initiatives, as directed;
 - Assist with distribution of information and hand-out materials at public events;
 - Distribution of NAN related material as directed based upon requests by the NAN membership and/or public.

ACCOUNTABILITY:

The Administrative Officer is under the supervision of the Health Transformation Project Manager with overall accountability to the Chief Administrative Officer.

FINANCIAL RESPONSIBILITY AND DECISION MAKING:

The Administrative Officer will work closely with the Health Transformation Program Manager to ensure all financial and administrative practices and reporting responsibilities are completed in an efficient and timely manner. The Administrative Officer will have approval authority as per approved policies.

COMPETENCIES AND QUALIFICATIONS:

- Diploma in Administration or office management (or similar) or a combination of related work experience
- Minimum two (2) years related experience
- Ability to work with minimal supervision
- Ability to be proactive and take initiative
- Excellent written and verbal communication skills
- High-level of computer literacy in Microsoft Word, Excel, PowerPoint and Outlook
- Ability to use standard office equipment
- Ability to speak a NAN language (Ojibway, Cree or Oji-Cree) an asset
- Available for travel when requested

LOCATION OF WORK: THUNDER BAY, ON
PORTFOLIO: HEALTH TRANSFORMATION
CREATED: MAY 2022