

## CITY OF HAMILTON

### PUBLIC HEALTH SERVICES CLINICAL & PREVENTIVE SERVICE – LOCATION

#### IRIS ADMINISTRATOR - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager, Clinical Services, perform clerical duties associated with School Health Services. Direct clerical staff in Data Control Section.

#### GENERAL DUTIES

Direct clerical and temporary staff in Section.

Check immunization and health data microfiche.

Complete and update School Health Services registration forms.

Verify transferred student data against computer printouts, report discrepancies.

Receive and answer inquiries from staff, public, schools and medical personnel.

Compile transactions for submission to the Ministry of Health.

Order clinic registers and other printouts.

Sort and distribute incoming mail, process outgoing mail.

Type correspondence, reports, suspension and rescind orders.

Maintain office filing system such as health forms, printouts and clinic registers.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

#### QUALIFICATIONS

1. Ability to efficiently perform all above-noted duties with specialization in database management.
2. Knowledge of computer technology in order to manage and maintain a database specific to Iris.
3. Must be familiar with Microsoft Office, Word and Excel operations and be able to input data at an acceptable speed.
4. Previous experience in the routine operation of a business office.
5. Must have a good knowledge of Business English and office procedures.
6. Excellent data entry skills.
7. Problem solving and workload prioritization skills.
8. Previous experience working in a multi-disciplinary team is an asset.

**NOTE:**

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure.