

CITY OF HAMILTON

PUBLIC HEALTH SERVICES **(CLINICAL & PREVENTIVE SERVICES – ALCOHOL, DRUG & GAMBLING – LOCATION -)**

CLINIC ADMINISTRATIVE CO-ORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Provide confidential secretarial services to the Manager of Alcohol, Drug & Gambling Services, and social workers. Take action as required to ensure smooth operation of the Clinic.

GENERAL DUTIES

Liaise with staff, administration, finance, human resources, accounts payable, clients and the community as required.

Schedule and co-ordinate all in-office meetings

Co-ordinate and process staff training requests, travel, vacation, overtime reports and lieu time requests.

Co-ordinate all Attendance Management System (AMS) paperwork for the Clinic, reporting daily and weekly as set out under the AMS system.

Act as lead employee and information resource person by overseeing clerical placement and summer students directly. Write evaluations.

Train all staff regarding administrative processes and procedures.

Co-ordinate quarterly Ministry of Health statistical reports with other staff for submission to Manager.

Prepare documentation for Authorization and approval for payment for purchases for office and client supplies and lease & service contracts in consultation with the Manager.

Liaise with Finance and Administration personnel to ensure accountability related to expenditures, staffing attendance and travel and mileage claims.

Order supplies, prepare and process purchase orders, cheque requisitions and other expenditures such as expense accounts, travel and mileage claims.

Maintain petty cash float.

Set office supply standards and ensure that these standards are monitored by Receptionist (the position name changed).

Update ADGS Policies and Procedures Manual as required.

Complete agendas for weekly team meetings and Program Advisory meetings and take Minutes.

Attend in service meetings.

Participate in modules and other Departmental sub-committees, as required.

Present weekly waiting times and statistics to team at team meetings.

Arrange for office maintenance and handle equipment failures by arranging service and maintenance.

Ensure daily lock-up procedures are being completed by staff.

Complete intake for Remedial Measures *Back on Track* participants.

Complete invoicing related to Remedial measures *Back on Track* participants.

Update Remedial Measures' *Back on Track* program contact for clients by entering client's call to attend session.

Supervise all IT equipment by co-ordinating with DATIS, Advanced Computer Systems, IP telephony Systems and keep management updated of concerns as they arise.

Maintain systems that report waiting times and client caseload information and weekly case assignment.

Assess professional referrals for letter generation, on a monthly basis. Close all non-admissions client files when required. Input all client closures into DATIS.

Perform formal administrative audit of client files on a monthly basis by checking files, sign-off and date information. Informally audit all file closures.

Perform other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Previous business office experience related to duties listed above normally acquired through the completion of high school with business office courses and relevant work experience.
2. Specialization in secretarial/administrative courses.
3. Working knowledge of Microsoft Office XP (Outlook, Word and Excel). Able to prepare and manipulate spreadsheets.
4. Working knowledge of database software.
5. Must be respectful of confidentiality.
6. Ability to interact professionally with public, medical professionals and community based agencies.

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