



# *Provincial Job Description*

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**TITLE:**  
**(009) Office Coordinator**

**PAY BAND:**  
**13**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

**Provides coordination/administrative support for a department(s)/program(s)/facility(ies).  
Supervises office staff and ensures office procedures are maintained.**

**QUALIFICATIONS:**

- ◆ **Office Education certificate**
- ◆ **Basic medical terminology, where required by the job**

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Intermediate computer skills**
- ◆ **Intermediate keyboarding skills**
- ◆ **Interpersonal and communication skills**
- ◆ **Organizational and leadership skills**
- ◆ **Ability to work independently**

**EXPERIENCE:**

- ◆ **Previous: Twenty-four (24) months previous related office experience to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Coordination / Supervision**

- ◆ **Coordinates and organizes department workflow; schedules staff.**
- ◆ **Provides departmental coordination/supervision.**
- ◆ **Provides orientation and training for staff.**
- ◆ **Provides input into performance appraisals and performance reviews.**
- ◆ **Assists with interviews and hiring of new staff.**
- ◆ **Maintains departmental personnel and attendance files (e.g., sick and vacation balances, education tracking).**
- ◆ **Maintains and audits time sheets, makes corrections, forwards to payroll.**
- ◆ **May provide scheduling services for other facility departments/staff (e.g., Maintenance, Home Care).**

### **B. General Office Duties**

- ◆ **Provides secretarial support (e.g., prepares agendas, takes minutes).**
- ◆ **Performs clerical duties (e.g., word processing/data entry, files, distributes correspondence/documents, photocopies, processes mail).**
- ◆ **Provides reception support (e.g., registers patients).**
- ◆ **Monitors expenditures (e.g., checks vendor contracts, processes invoices, tracks expenditures for budget purposes).**
- ◆ **Maintains departmental filing system.**
- ◆ **Implements updates to department policies and procedures.**

### **C. Financial / Payroll**

- ◆ **Performs accounts receivable/accounts payable, billing/receipting/invoicing/journal.**
- ◆ **Makes bank deposits.**
- ◆ **Performs physician billing.**
- ◆ **Corrects and distributes payroll time sheets/enters data.**
- ◆ **Deals with staff payroll inquiries.**
- ◆ **Maintains a petty cash account.**

**D. Related Key Work Activities**

- ◆ Schedules appointments (e.g., clients, physicians).
- ◆ Provides computer support services/technical assistance.
- ◆ Liaises with vendors, suppliers, materials management (e.g., quotations).
- ◆ Orders, receives, records and stores office supplies.
- ◆ Ensures health record-related duties are performed (e.g., assembles health records, assists with release of information, provides filing/retrieval/retention services, prepares required statistics).
- ◆ Maintains up-to-date journal library.
- ◆ Ensures maintenance of office equipment.
- ◆ Schedules meetings, books rooms and audiovisual equipment.
- ◆ Coordinates program/workshop activities.
- ◆ May order special needs items (e.g., vaccines).

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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