



NURSING UNIT CLERK

JOB POSTING

Position Title:	Nursing Unit Clerk	Employee Group:	Permanent Part-Time
Department:	Faith Manor Nursing	Classification:	Non-Union
Posting #:	FM ADMIN PERM PT 2021-93	Duration:	Permanent
Application Deadline:	December 31, 2021 –0900 hr	Hours/Pay:	52.5 hours per pay
Application Details:	Submit a resume and cover letter	Hours:	To Be Determined, Days, Evenings, Weekends will be Required
Start Date:	ASAP		

POSITION SUMMARY

The role will report to the Director of Resident Care Faith Manor and be responsible for a wide range of administrative duties for the effective and efficient day-to-day operations; including but not limited to providing administrative support for the Nursing team, Staff scheduling and related duties.

ORGANIZATION BACKGROUND:

Holland Christian Homes consists of 6 Independent/Assisted Living Towers as well as Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in Brampton. Holland Christian Homes is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who deliver care using a holistic approach to provide quality care and quality of life to individuals.

Specific responsibilities include:

- Performs clerical duties to support Charge Nurse and Nursing staff, updates resident information and lists, orders and maintains clerical, incontinence and nursing supplies
- Maintains and updates files and documents
- Assists with Care Conference logistics, admissions and discharges
- Performs backup duties and assists Nursing Scheduler
- Represents nursing clerical staff on committees, health and safety meetings
- Monitors and reports resident/family and staff satisfaction surveys
- Provide tours or showing of rooms to prospective new admissions
- Professionally interacts with residents/families and staff to address or defer any problems or concerns
- Performs work in compliance with statutory requirements, including all applicable LTCHA, Occupational Health and Safety legislation, Protection of Privacy Act, and HCH policies and procedures
- Other duties as required

Qualifications:

- Experience working with case management software (PCC).
- Experience and knowledge working with Staff Schedule Care an asset
- High School graduate with a minimum of 1 year of office experience



- College level courses in Medical Office Assistant an asset
- Good Computer skills, Proficiency in Microsoft Outlook, Word, Excel, Power Point, PCC, Staff schedule system, etc
- Good verbal and written skills in English
- Knowledge of Dutch language is an asset
- Experience and skill in handling a fast paced work environment
- Must be organized in work habits
- Must have good communication skills and pleasant telephone manners.
- Must be reliable and self-motivated
- Must enjoy working with seniors
- Should be trustworthy, discreet and respect the confidentiality of the Home, its residents, staff and Policies.
- Ability to work independently and in a team environment
- Knowledge of relevant LTCHA legislation is an asset
- Must be able to work flexible hours/weekends as required
- Satisfactory Vulnerable Sector Screening (Police Check)
- Evidence of a negative TB including flu shot and full COVID-19 vaccination.

Interested and qualified applicants should forward a Resume and Cover Letter, to:

Human Resources – Submit Resume and Cover Letter by email to: jobs@HCH.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals. Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary.”

We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.

Disclaimer:

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here