



## Clinic Secretary

### JOB POSTING

<b>Position Title:</b>	ADMIN	<b>Employee Group:</b>	Temporary Part-time for approximately six months
<b>Department:</b>	Towers Nursing	<b>Classification:</b>	Non-Union
<b>Posting #:</b>	TNO ADMIN TEMP PT 2022-01	<b>Hourly Rate:</b>	To be Determined
<b>Application Deadline:</b>	January 18, 2022	<b>Hours/Week:</b>	22.5 hours (three days) per week, may require to work evenings or weekends, flexible work schedule
<b>Start Date:</b>	To Be Determined		
<b>Details:</b>	<a href="#">Submit Resume and Cover Letter</a>		

Are you an experienced Clinical Secretary ready for the next challenge in your career? Are you interested in building upon your prior knowledge, and customer service? Then consider growing with us at Holland Christian Homes!

Under the direction of the Director of Tenant Care and working with the Nursing Supervisor, the Clinic Secretary is responsible for aiding, as needed, each doctor and ensure an efficient and effective clinic. Ensure confidentiality and accuracy when relaying patient information to nursing staff via paper charts, email, verbal reports. Maintain professional and pleasant atmosphere for patients. The Clinic Secretary must work well with clinic doctors, TNO staff, Social Worker, pharmacy as well as volunteers.

#### Organization Background:

Holland Christian Homes Inc., is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere. It consists of two long term care homes and 6 assisted living/independent living apartment towers located in Brampton.

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:

- Review clinic list and patient files, ensure Med Reviews are in file as well as any test results.
- Provide volunteer with patient list. Ask for wheelchair pick up as required.
- Ensure patients arrive on time, provide file for doctor
- Print progress notes, process referrals and lab appointments.
- Book future appointments.
- Check CPAK prescriptions for changes and send to pharmacy with CPAK to be updated.
- Ensure doctor's orders are provided to nursing staff to provide services as required.
- Ensure requisition has been received with correct address, date, and doctor's name
- Make sure each clinic is organized and operates efficiently, maintaining a pleasant professional manner
- Comply with all regulations under the WSIB Act. Ensure that all staff injuries are reported promptly
- Report all safety hazards discovered in Holland Christian Homes to the appropriate Department Manager.
- Engages in professional activities that promote the Vision, Mission and Values of the organization
- Sits on in-house and external committees if required.
- Attend educational and learning opportunities within the community to keep abreast of new developments within the field of LTC services, Human Resources, technology etc



- Other duties as required

### **Qualifications:**

- Medical Secretary Diploma
- Experience in geriatrics
- Must have experience with Accuro Software
- First Aid Certificate is an asset.
- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- Exceptional interpersonal and customer service skills
- Demonstrated success in communicating with all levels of the organization that includes communicate effectively with staff, residents, families/visitors delivery/service personnel and the general public
- Excellent problem solving, conflict resolution, and decision-making skills.
- Good judgment skills and the ability to handle and maintain confidential information
- Ability to multi-task and prioritize workload.
- Ability to work independently as well as function as part of a multi-disciplinary team.
- Ability to be proactive and take initiative where required.
- Ability to focus on assigned tasks
- Detail-oriented and professional
- Ability to effectively handle multiple tasks simultaneously
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Excellent Computer application skills including Microsoft Office and Outlook.
- Demonstrated ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with residents, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.
- Ability to read, write, and speak English. Ability to understand and/or speak the Dutch language an asset.
- Clear TB Test, Annual Flu immunization (unless medically exempt)
- Full COVID-19 Vaccination
- A satisfactory and current Vulnerable Sector Screening.

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

**[jobs@hch.ca](mailto:jobs@hch.ca)**

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*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.*