



NURSING UNIT CLERK

JOB POSTING

Position Title:	Nursing Unit Clerk	Employee Group:	Permanent Full-Time
Department:	FM Nursing	Classification:	Non-Union
Posting #:	FM ADMIN PERM FT	Hourly Rate:	TBD
	2024-22		
Application Deadline:	Until Filled	Hours/Week:	75 hours per pay
Application Details:	Submit Resume and Internal Application Form jobs@hch.ca	Hours:	0900 h to 1700 h
Start Date:	ASAP		

Position Summary:

To provide 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 the City of Brampton in the Region of Peel. 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, emotional, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who respects and carries out the values associated with a person-centred approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence.

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
- Respects and carries out the values associated with a person-centered approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence
- Provides supportive opportunities of conversation and social engagement to help people live their life and experience well-being
- 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
- Performs other duties and responsibilities as assigned by the direct supervisor

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
- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- Exceptional interpersonal and customer service skills
- Experience in providing physical, social and emotional needs that are in tune with people's changing needs
- Ability to interact with seniors in a way that it can be understood and communicate in a way that meets every individual's needs and preferences including those that are cognitively challenged
- 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.
- Competence in computer applications 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
- A satisfactory and current Vulnerable Sector Screening.
- Evidence of a negative 2 step TB Test, full COVID-19 vaccination and up to date immunizations including Flu Shot (unless medically exempt)

Interested and qualified applicants should forward their Resume and an Internal Application in confidence, to:
Human Resources – Deposit in Drop Box Beside Room # 116 Old Wing A Faith Manor

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 inform Human Resources.

Positions will be awarded based on Seniority as defined by the Collective Agreement.

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.