



Job Posting

Office Clerk **Full Time Contract (approx. 1 year)** **(Hourly wage: \$25.33)** **Long Term Care Department – Rockwood Terrace**

The County of Grey is currently recruiting for a Contract Part Time (approx. 1 year) Office Clerk to join the team at Rockwood Terrace in Durham, Ontario.

Join us and help make a difference in healthcare! We are proud to be home to 316 residents across our three long term care communities. Our team members pride themselves in providing exemplary person-centered quality care. Our “Colour It Your Way” philosophy is our framework and foundation that guides us to ensuring our residents and team members have a positive and rewarding experience. We are looking for enthusiastic caring individuals who are dedicated and have the desire to be part of a team that enriches the lives of others. Come join us and be part of our Colour It Care Team.

Position Overview:

The Office Clerk is accountable to the Office Coordinator and is the initial contact with visitors, residents, and families. Usual hours of work are 37.5 hours per week, Monday to Friday. Works in an accessible area with frequent disruptions and distractions from residents, family members, visitors and staff that require assistance and information.

Required Knowledge, Skills and Experience:

- Post-secondary diploma in Office Administration Executive, Business Administration or other comparable training is required.
- Experience in Finance, Payroll Administration and Human Resources functions.
- Exceptional customer service.
- Proficient in commonly used business computer applications such as Microsoft Word, Excel, Outlook, and Point Click Care.
- Previous experience working in Long Term Care is considered an asset.
- Current Criminal Records Check.
- Proof of COVID-19 Immunization or proof of valid medical exemption.

Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County’s website, www.grey.ca/careers

NOTE: Proof of COVID-19 full immunization or proof of valid medical exemption is a requirement of employment at Grey County.

Candidates for the above position are invited to submit resumes prior to the submission deadline:
Monday, May 16th, 2022 at 4:30 p.m. to:

Colour It Your Way

Sheri Murphy, Support Services Lead
The County of Grey Long Term Care Department
595 9th Ave. E.,
Owen Sound, ON N4K 3E3
Fax: (519) 371-5406
Email: Sheri.murphy@grey.ca
(Word or Adobe)

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.