



Job Posting

Unit Clerk (Permanent/Full Time) (Hourly rate: \$26.13-\$29.39) Long Term Care-Lee Manor

The County of Grey is currently recruiting for a permanent Full Time Unit Clerk at Lee Manor in Owen Sound, Ontario.

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live. Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented – we are a family of distinct and proud communities that showcase natural beauty, opportunity and a peaceful rural lifestyle.

Position Overview:

- The Unit Clerk provides clerical support to the Nursing department and is responsible to the Director of Care. In accordance with Grey County policies, the Unit Clerk is responsible for organizing and maintaining clinical records and clerical and nursing supplies for the daily management of all Resident Home Areas and providing clerical support to support the Nursing department.
- Establish and maintain an accurate and functional filing system for forms required by the Nursing department.
- Perform incidental clerical work including typing, filing, delivering messages, sorting mail, photocopying, faxing, processing invoices for the nursing department.
- Organize resident care conferences and meetings as required through written, verbal and with Ontario Telemedicine Network.
- Initiate new employee set-up to required data bases, provide technical assistance for equipment and software programs.
- Organize and maintain clerical and nursing supplies.

Required Knowledge, Skills and Experience:

- Post-secondary education in Office Administration or other comparable training.
- Experience in a health care setting and understanding of applicable legislation an asset.
- Must be able to use effective communication, problem-solving and interpersonal skills to assist with individual and team tasks.
- Excellent organizational skills, attention to detail and coordination skills; able to work calmly under pressure of meeting deadlines and handling multiple duties and competing priorities; verbal and written communication skills.
- Use discretion when dealing with confidential and sensitive information.
- Ability to deal with the public and long term care facility resident population in a calm and professional manner.

- Understanding of the concepts of commonly used computer applications such as Microsoft Word, Excel, and Email.
- Current Criminal Records Check.
- Current Tuberculosis Test.

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

Candidates for the above position are invited to submit resumes prior to the submission deadline: **Monday, May 17th, 2021 at 4:30 p.m.**

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(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.