



Job Posting

Unit Clerk (Temporary/Full Time) (Hourly rate: \$26.13) Long Term Care-Rockwood Terrace

The County of Grey is currently recruiting for a Temporary Full Time Unit Clerk (approximately 6 months with a possibility of an extension) at Rockwood Terrace in Durham, 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:

- Reporting to the Director of Care, the Unit Clerk provides clerical and scheduling support to the Nursing department. 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.
- Works in an accessible area with frequent disruptions and distraction from residents, family members, visitors and staff that require assistance and information.
- In accordance with the applicable collective agreement(s), develop and maintain staffing schedules including co-ordination of the replacement of staff as required for the monthly and daily scheduling needs.
- Document staff absences, shifts worked, and other paperwork related to staffing; ensures staffing program is up to date with staff information.
- Participate in the monitoring of the Attendance Program; complete the required forms and correspondence related to staff illness.

Required Knowledge, Skills and Experience:

- Post-secondary education in Office Administration or other comparable training.
- Scheduling, Payroll and Front Office experience an asset.
- Strong knowledge of collective agreements and ability to interpret and apply scheduling language 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:
Friday, April 16th, 2021 at 4:30 p.m.

Sheri Murphy, Administrative Assistant
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.