



Job Posting/Description

Position Title: LTC Administrative Support (Summer Student)

Department: Long Term Care

Reports To: Director of Long Term Care

Purpose

This is a 16-week summer contract position to provide administrative and clerical support within several areas for our three long term care communities: Grey Gables, Lee Manor and Rockwood Terrace.

Responsibilities

General

- Supports, interprets and incorporates the corporate mission, core values and “Colour It” resident-led philosophy of care, into all aspects of the provision of services.
- Maintains internal mechanisms and audits to ensure records are utilized, stored, maintained, retained and destroyed as per County of Grey policies.
- Maintains confidentiality of all financial, personnel and resident data.
- Maintains information and databases to assist with Long Term Care operations.
- Maintains systems to ensure all standards and regulations are adhered to on an ongoing basis.
- Schedule meetings, appointments, book meeting rooms, make travel arrangements.
- Prepares correspondence, ensuring documentation/correspondence meets accessibility requirements, data storage format and other corporate standards.

Financial Accountability

- Receives and codes invoices for signing by the Director.

Quality Management

- Assists in the development, collating and dissemination of Designated Care Partners, Resident, family and staff surveys across the long term care homes.

- Monitors eLearning platform to ensure mandatory education is complete; updates employee information related to skills and credentials, etc.

Long Term Care Homes Support

- Prepares agendas and takes minutes for Long Term Care departmental meetings, distribute agenda, minutes and correspondence and maintain communications with department staff.
- Maintains and updates policy and procedure manuals.

Community Relations

- Provides administrative support for related sub committees and groups (i.e. Long Term Care Committee).
- Responds to inquiries by phone, email or in person to provide information on Departmental programs and services or refers enquiries to appropriate sources.

Other

- Adhere to OH&S Act and Regulations, all policies and procedures and ensure that personal protective equipment is worn as required.
- Perform other related duties that may be assigned.

Working Conditions

Usual hours of work are based on a 35-hour week. Additional time is required occasionally to meet the demands of peak periods, deadlines, meetings, emergencies and obligations of the position.

Work is subject to regular deadlines and is carried out in a public office environment with frequent interruptions to provide advice and information to fellow employees and outside contacts, under minimal supervision. Some travel to other county sites is involved.

Contacts

Internal Working Relationships

Director of Long Term Care, Long-Term Care Leadership Teams, County Finance, Information Technology, Human Resources and other County departments.

External Working Relationships

Stakeholders including other Long Term Care Homes, Suppliers, General Public

Knowledge and Skill

- Working towards a post-secondary diploma/degree or equivalent experience, with training or experience relating to Office Administration Executive or Health Administration or other comparable training.
- High level computer skills, especially as it applies to current software and related computer equipment.
- Good organizational, verbal and written communication skills, ability to prioritize, meet deadlines, and handle multiple duties and interruptions effectively.
- Strong ability to organize daily workload, set priorities, work independently as well as in a team environment.
- Work well with individual and team tasks and promote the image of the corporation.
- Use discretion when dealing with confidential and sensitive information.
- Knowledge of legislation applicable to Long Term Care is an asset.

Impact of Error

There is the potential harm to the public image through failure to exercise diplomacy when dealing with the public or government officials. Misuse of confidential information may result in a breach of Privacy laws, loss of confidence and credibility.

Errors on statistical information and/or reporting of information may result in incorrect information that could adversely affect staff and/or Council's decision.

Administrative delays or poor coordination of information for the department could result in inefficient operations, ineffective use of staff and the lack of information required to make the best decisions.

How to Apply

The County of Grey is currently recruiting for a Summer Student to provide Administrative Support to the Long Term Care Department for a 16 week contract from May – September.

LTC Administrative Support
(Salary: \$15.74 per Hour)
Long Term Care Department

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.

Candidates for the above position(s) are invited to submit their resume and cover letter by email (in MS Word or PDF format) **by 4:30pm on Thursday, March 11, 2021** to:

Sheri Murphy, Administrative Assistant
Long Term Care
595 9th Avenue East
Owen Sound, ON N4K 3E3
Fax: (519) 376-5640
Email: Sheri.murphy@grey.ca
(Word or Adobe)
Web: grey.ca/careers/

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.