

MENNO HOME

Competition
Number
20-110

POSITION VACANCY (FOR MEMBERS OF MENNO HOME)

JOB TITLE: NURSING UNIT CLERK
STATUS: Temporary Full Time (Incumbent: Shayla Litwin)
DURATION: Until Incumbent Returns
WORK AREA: Mainly West Side
HOURS OF WORK: 0800-1600 Monday to Friday
DAYS OFF: Saturday, Sunday & Stats
SALARY RANGE: \$23.98 per hour
EFFECTIVE DATE: October 13, 2020 or as soon as practicable

SUMMARY OF JOB DESCRIPTION: Reporting to the Manager of Care & Infection Control Lead performs clerical and receptionist functions related to nursing such as admission charting and maintaining resident records with the Mission, Vision, and Commitment Statement of the Menno Place, while ensuring Resident and Family Centred Care.

REQUIRED QUALIFICATIONS: Grade XII, plus two years recent related unit clerk experience, or an equivalent combination of education, training and experience.

SKILLS & ABILITIES:

- ◆ Ability to type 50 w.p.m.
- ◆ Knowledge of medical terminology.
- ◆ Ability to organize work.
- ◆ Ability to communicate in English both verbally and in writing.
- ◆ Ability to deal with others kindly and effectively.
- ◆ Ability to work in a fast paced environment with distractions.
- ◆ Ability to operate related equipment.

**SUBMIT APPLICATION TO HUMAN RESOURCES NO LATER THAN:
1530 hours, September 22, 2020**

**** APPLICATIONS RECEIVED AFTER THIS TIME AND DATE WILL NOT BE CONSIDERED***

DATE POSTED: September 15, 2020

Successful Applicant: