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POSTING**

**INTERNAL & EXTERNAL POSTING**

<b>POSTING:</b>	<b>HEU Posting 006H24</b>
<b>STATUS:</b>	<b>Casual</b>
<b>CLASSIFICATION:</b>	<b>(10005) Unit Clerk</b>
<b>WORK AREA:</b>	<b>Central City Lodge – Care Department</b>
<b>EFFECTIVE DATE:</b>	<b>Immediately</b>
<b>HOURS:</b>	<b>Days; Days Off; Weekends</b>
<b>SALARY:</b>	<b>\$29.40 Hourly</b>

**JOB SUMMARY:**

Under the direction of the Manager - Care Services, performs a range of clerical duties relating to the operation of a resident care area, such as maintaining resident records and supplies inventory, typing and reception duties.

**KEY DUTIES AND RESPONSIBILITIES**

1. Prepares and completes necessary documentation for admission, discharge, transfer or death of a resident. Notifies appropriate staff in the event of room change of a resident.
2. Sets up, maintains and completes resident charts; records information such as weight, temperature, pulse, respiration and lab test results in charts or other records as directed; attaches documents such as laboratory and special examination reports to charts after review by professional staff.
3. Uses manual and computer systems to enter, update, retrieve and transcribe resident care information to records and files. Uses manual and computer systems to create and manage documents and forms used in the resident care department.
4. Receives and distributes Resident Care mail. Replenishes office supplies. Maintains bulletin boards, reference books, and manuals. Ensures that the designated work area is kept clean and tidy, and reports unsafe or faulty equipment to the Manager - Care Services.
5. Completes and forwards necessary requisitions for prescribed treatments and diagnostic procedures. Makes appointments and arranges transportation and escorts.
6. Ensures data regarding resident diet requirements is communicated to Food Services.
7. Maintains current documentation of daily census from resident care floors.

8. In consultation with the Manager - Care Services, maintains inventory control of medical supplies. Maintains purchase records, takes delivery of orders and liaises with suppliers.
9. Arranges for and issues safety devices for confused residents, such as name bands or other I.D.
10. Maintains resident medical cards and medical number lists and liaises with the Accounting Clerk to maintain validity of coverage.
11. Arranges for such items as controlled cigarette distribution, dry cleaning of residents clothing, electric razor maintenance, and personal hygiene needs.
12. Attends a variety of meetings and committees such as quality assurance program, staff in-service, continuing education programs, approved work related conferences and seminars as required by administration.
13. Performs other related duties as assigned.

**QUALIFICATIONS:**

**Education, Training and Experience:**

Grade 12, graduation from an approved Unit Clerk program plus one years recent related experience or equivalent combination of education, training and experience. Must have computer training and experience on a micro-computer.

**Skills and Abilities:**

- Ability to type 45 w.p.m.
- Knowledge of medical terminology.
- Ability to communicate effectively both verbally and in writing in the English language.
- Ability to deal with others effectively.
- Ability to organize work.
- Ability to operate related equipment.
- Physically capable of carrying out duties of the position

**This posting will remain open until successfully filled. All Internal applications received by 08:30 am January 30<sup>th</sup>, 2024 will be given first consideration.** Please apply via email to the Department of Human Resources Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through [hr@providenceliving.ca](mailto:hr@providenceliving.ca).

Thank you.

Human Resource Services

DATE: January 23<sup>rd</sup>, 2024