

CENTENNIAL MANOR, Bancroft, Ontario

2019-NON-CM-38

CLERK II – RECEPTION
Temporary Part-Time – 50 HR Bi-weekly

Centennial Manor Long Term Care Facility in Bancroft Ontario has an opening for one (1) **temporary part time** Receptionist. **The ideal candidate thrives in a busy environment, is a friendly upbeat “people person” and a strong Multi-tasker.** This is a Non-Union position reporting to the Home Administrator. The primary duties of this position is to provide reception and clerical support in the administration office.

Duties:

- Perform reception duties and direct inquiries from Residents, visitors and staff appropriately.
- Monitor a multi-line telephone system and direct all incoming telephone calls appropriately.
- Perform general clerical duties including filing, photocopying, faxing, typing minutes, policies and procedures, and booking meeting and conference rooms.
- Sort, pick up, deliver and distribute all facility mail.
- Receive and receipt payments from residents and families.
- Balance Resident trust cash box including the computer documentation for reimbursement daily.
- Balance and disperse cash from the Petty Cash fund.
- Maintain Resident files, keep information up to date, input daily resident activity information.
- Follow the Occupational Health and Safety Act and County Policies at all times.
- Be aware of and follow emergency response procedures including all practice drills.
- Be accountable for the delivery of high quality, safe and reliable care along with a safe work environment to ensure and protect the health and safety of those who use and deliver the programs and services provided by Centennial Manor. This includes the mandatory reporting of alleged, suspected or witnessed abuse or neglect of a resident.
- Other duties as may be assigned from time to time.

Qualifications:

- Two year diploma in Office Administration or similar business related certificate;
- Experience in an office environment, preferably in a Long Term Care setting dealing with seniors/frail elderly persons.
- Proficient computer skills in Microsoft Word and Excel; experience with CompuCare would be an asset.
- Strong interpersonal skills, patience and the ability to effectively communicate with residents, the public and staff.
- Demonstrated ability to remain focused on tasks with numerous interruptions

Salary Range: \$20.41 to \$23.87 per hour plus up to 14% in lieu of benefits

Closing date: Friday, January 18, 2019

Please forward Resume and Cover Letter to: careers@hastingscounty.com

Quote: Reception # 38 – “your name” in the subject line of your email

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.

The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.