



## Hastings Manor

Belleville, Ontario

2023-NON-HM-158

### Clerk II - Reception

Permanent Full Time

Hastings Manor has an opening for one **(1) permanent full time Clerk II – Reception** position. This is a non-union position and reports to the Home Administrator. The primary function of this position is to provide general reception and administrative support to Residents, families and staff.

#### Duties:

- Perform reception duties and direct inquiries from Residents, visitors, and team members appropriately.
- Monitor a multi-line telephone system and direct all incoming telephone calls appropriately.
- Sort, pick up, deliver and distribute all facility mail, both internally and to the County Administration Building on a bi-weekly basis.
- Deliver all financial documents and cash deposits to the Finance Department on a weekly basis.
- Administer multiple cash boxes, inclusive of:
  - a. Receive and receipt Resident maintenance payments;
  - b. Issue funds from Resident trust accounts and generate a receipt of the Resident's Power of Attorney's signature.
  - c. Balance Resident trust cash box including the computer documentation for reimbursement daily.
  - d. Sell meal tickets to team members, family members and balance related cash box.
  - e. Tuck shop sales and records
- Maintain file system for Resident and employee documents as well as the Records Storage Room.
- Provide personal assistance to Residents as required.
- Monitor all contractor and business professionals entering Hastings manor and ensure sign-in process is followed and visitor passes are issued.

- Be aware of any main floor hazardous situations and take the appropriate action to resolve.
- Ensure Resident and Family Information Centers have updated information.
- Assist with resident admissions during vacations and period of absence.
- Act as parking officer and monitor parking areas.
- 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 Hastings Manor. This includes the mandatory reporting of alleged, suspected or witnessed abuse or neglect of a resident.
- Other duties as assigned

**Minimum Qualifications:**

- Two year diploma in Office Administration or similar business related certificate; or Diploma in a Healthcare discipline.
- 1 – 2 years experience in an office environment, preferably in a Long-Term Care setting.
- Proficient computer skills in Microsoft Word and Excel; experience with Point Click Care 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.
- Must possess a current valid Driver’s License and have personal transportation.

**Salary Range:** \$40,662 - \$47,558 per annum with excellent benefits package

**Hours of Work:** Monday-Friday, 8:30am-4:30pm

**CLOSING DATE:** Friday, May 26, 2023 by 4pm

**Please forward applications to:** [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

Please quote “2023-NON-HM-158 – “your name” in the subject line

*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.*