



Hastings Manor

Belleville, Ontario

2023-NON-HM-159

Clerk II – Ward Clerk

Permanent Full Time

Hastings Manor has an opening for one **(1) permanent full time Clerk II – Ward Clerk** position. This is a non-union position and reports to the Director of Nursing. The primary function of this position is to assist with clerical and administrative duties related to the nursing department.

Duties:

1. Support Nursing Team with administrative and clerical tasks both on the Resident Home Areas and in an office setting. This includes:
 - Use of Resident charting to pull reports and monitor compliance.
 - Preparing Resident charts for physician days
 - Maintaining resident care lists
1. Supply Maintenance, including ordering and restocking, for Nursing and Personal Care Items such as, dressing supplies, brief supply ordering, oxygen
2. Monitoring of purchase orders and preparing for authorization
3. Supporting Nursing Team with resident transfers
4. Booking resident appointments and / or transportation
5. Maintaining resident charts/filing in resident home areas.
6. Coordinate student placements for nursing students.
7. Various auditing
8. Monthly committee package for Medical Director
9. Be a team player, willing to take initiative
10. Such other duties that may be assigned.

Minimum Qualifications:

- Post-secondary school diploma in office administration, business, or related program.
- Experience in a healthcare environment is preferred.
- Proficient computer skills including Microsoft Word, Excel, and Outlook.
- Strong computer skills with the ability to prioritize, and work efficiently and accurately.
- Strong interpersonal skills, patience, and the ability to effectively communicate with internal and external partners.
- Strong ability to work with numerous interruptions and changing priorities.
- Flexible and adaptable to change.

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

Hours of Work: Monday-Friday, 8:30am-4:30pm, and must be available to work every other weekend.

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

Please forward applications to: careers@hastingscounty.com

Please quote "2023-NON-HM-159 – "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.