

Job Description

Job Summary

This position entails weekend day shift and weekday day work. Approximately 52.5 hours biweekly. Candidate must be capable of working flexible hours.

Role:

Accountable to, and under the direction and supervision of the Nursing Unit Clerk Manager, the Nursing Unit Clerk provides clerical and secretarial services with specific responsibilities for the nursing department.

Responsibilities and Duties:

- 1) **Ensures and promotes the provision of resident-centered services to meet the needs of residents as follows:**
 - Supports and helps provide a Resident Advocacy Program through the promotion and respect of the Bill of Rights.
 - Promotes the philosophy and practices of resident centeredness and humanizing in all residents' encounters and decisions.
 - Promotes the Resident's Bill of Rights.
 - Respects and uses sensitivity in spiritual, cultural and ethnic aspects of a resident's life.
 - Maintains a wellness perspective.
 - Supports residents in achieving quality experiences – personal and social.
 - Facilitates relationships between and among residents, relatives, staff and community.
 - Seeks opportunities for resident participation in decisions that affect the resident's rights and lifestyle.
 - Monitors and improves attitudes and behaviors of family and staff to ensure inclusion of residents in decisions regarding their care.
 - Creates opportunities for individuals to make choices and to take actions that will enhance the resident's sense of mastery.
 - Creates a comfortable and safe environment that provides opportunities for privacy, dignity, control and maintenance of personal lifestyle.
 - Ensures an environment with ambiance conducive to the provision and practice of therapeutically effective resident health care, yet be unobtrusive

- 2) **Ensures that resident centered services are available to meet the needs and preferences of the residents as follows:**
 - Primary provider for daily maintenance of Resident Files/Charts
 - Performs all necessary clerical duties associated with the daily operation for nursing including recording system, typing, photocopying, mail sorting and delivery.
 - Provides general information and reception services to residents, visitors and families and all outside calls.
 - Arranges schedules and confirms tours of the home.

- 3) **Participates in human resources as follows:**
 - Schedules replacement RN/RPN and PCP staff for sick time and time off requests.
 - Participates and encourages all staff to attend general staff meetings and monthly in-services.
 - Ensures clerical relief staff is presentable in appearance, courteous to all within the home, and attend for shifts as scheduled.
 - Prioritizes daily work assignments for self.
 - Meets deadlines as requested or provides sufficient notice when unable to do so.
 - Supports the Nursing Unit Clerk Manager during periods of vacation or illness.

4) Maintains an appropriate recording system as follows:

- Ensures current and accurate information on the computerized Nursing schedules by reconciling the schedule.
- Receives and puts in order all discharged charts and maintains discharged filing system.

5) Other duties as required/assigned.

Qualifications and Skills:

- Grade 12, OSSD, with recent related experience an asset.
- Computer skills required. Word, Outlook and Excel proficiency.
- Previous experience working/scheduling in a Unionized Environment is an asset.
- Fluency in a second language is an asset.
- Demonstrated organizational, communication, and conflict resolution skills required
- Must be able to establish and maintain cooperation with all personnel and maintain harmonious relations with clients and families.
- Physical ability to carry out the duties of the position.
- Must be able to work in many varied stressful situations within a fast paced environment.
- Must be able to work independently and as part of a team.
- Must have a Vulnerable Sector Criminal Record check completed.

We thank all who apply, however, only those qualified for the position will be contacted for an interview.

If interested, please send resume to: vswartz@parkplaceseniorsliving.com