



Position Available: Administrative Assistant
Employment Opportunity: Casual – Part Time
Wage: \$19.00/hr
Closing Date: Until position is filled

JOB SUMMARY

The Unit Clerk is responsible for providing overall administration and clerical support to the Nursing Care Team. Strong customer service skills, focusing on promoting positive working relationship with Residents, families and co-workers.

RESPONSIBILITIES

- Receives, assists and directs residents, tenants, families, visitors and staff within the PPSL Home, including accompanying visitors to their destination, as required.
- Answers, directs, and responds to phone calls and queries.
- Maintain brochure wall for all visitor and staff have quick access to all PPSL literature
- Clerical duties including filing and word processing (eg. typing minutes), sorting and distributing incoming and outgoing mail.
- Orders office supplies, including for printers, fax machines, photocopier, etc.
- Responsible for residents' trust accounts; paying bills, requests for cash, reconciliation, bank deposits, statement electronic documentation.
- Receives rent cheques and/or cash payments and provides receipts.
- Review Monthly trail balance and make notes as well as maintain detailed notes on Trial Balance Spreadsheet
- Perform Monthly bank reconciliation
- Develops, updates and maintains all lists (eg. emergency staff fan-out telephone list, residents list).
- Codes invoices and forwards on in a timely manner to Corporate Office for Accounts Payable processing.
- Prepares and mails monthly resident and tenant Pre-Authorized Payment information slips.
- Restocks Neighborhoods with forms and supplies as required.
- Builds new resident chart and prepare Nurse chart with applicable forms required such as (MDS, addressographs, resident
- Create BCF's (admission, rate change and Discharge) for Head Office accounting in order to process PAP



- Maintain resident files and keep in proper order as well as file in yearly order (ensuring 10 years of organized and alphabetical files/charts) are kept on site
- Take lab samples to the lab when asked by nurse
- Enter new resident into PCC and all required information needed for Care staff to be able to chart meds upon arrival
- Enter residents into Medi Tech (admit, discharge and transfers)
- Prepare Resident Days in PCC once draft has been given to reception
- Maintain and type up copies of “Bath schedules”, “incontinent product use” and any other schedules required by each neighborhoods and families
- Responsible for ordering nursing, housekeeping and incontinent supplies
- Keeps accurate and current records and reconciling the residents’ Trust Account and Petty Cash Account.
- Maintain Manual updates throughout home as well as build and courier Manuals that are to be sent to other sites on the request of Quality Assurance team
- Monthly HAMIS reporting completed and provided to Quality Assurance team for submitting
- Identifies, plans and participates in in-services, orientation, and training programs.
- Advocates for and communicates residents’ needs to staff.
- Participates in meetings and takes minutes as requested.
- Keeping the reception are clean and organized and inviting for visitors, residents and staff
- Other duties as required.

Limited hours for Policy Manual Production

- Building new and or revised manuals such as (typing, formatting proof reading)
- Creating documents and formatting files at the request of Q.A. Team
- Photocopying, typing and scanning
- Other duties as required

QUALIFICATIONS AND EDUCATION

- Minimum Grade 12 with recent related experience an asset.
- Completion of a Unit Clerk Certificate and/or Diploma, from an accredited educational institute or related experience is a plus.
- Completion of a Medical Receptionist Certificate or Diploma from an accredited educational institute is a plus
- Asset with knowledge of MDS/InterRai
- Intermediate computer skills, including Outlook, Word and Excel
- Prefer at least two years of prior experience as a Unit Clerk in a long-term care is preferred
- Prior work or volunteer experience working with seniors is preferred
- Must be an individual who enjoys working in a fast-paced setting
- Good verbal and written communication skills are essential
- Must be able to maintain a high degree of accuracy under stress



- Must have excellent time management skills and the ability to meet deadlines

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT

- Works in clean, well-lit, heated and air-conditioned area
- Exposure to unpleasant sights and smells. A moderately low risk for exposure to infectious diseases.
- Meal and coffee breaks may be delayed and interrupted at times.

Physical Demands:

- May be required to sit for a long period of time.
- Normal speech, vision, hearing are necessary
- Must be physically able to lift up to 25 lbs.
- Sitting 70%, Standing 5%, Walking 20% Other:
- Demonstrates an awareness of accident and injury prevention
- Adheres to safe work practices and procedures
- Promotes and fosters our workplace Health and Safety Program for a safe environment for co-workers, Residents, families, Visitors and volunteers
- Responsible for maintaining self-wellness and reduced absenteeism
- Promotes, encourages and demonstrates excellent customer relations and consistently shows courtesy, caring, understanding, compassion and respect for Residents, Families, Visitors, co-workers and Volunteers

HEALTH AND SAFETY RESPONSIBILITIES

- Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
- Uses safe work procedures,
- Promotes health and safety policy and awareness,
- Makes safety suggestions.
- Reads OHS minutes posted.
- Responsible to take every reasonable precaution to protect the safety of Residents, self, other workers and the general public.



- Reports any near miss, injury, and accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Sets a good example.

SKILLS AND ABILITIES

- Ability to communicate fluently in English, both verbally and in writing.
- 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
- Must be able to work independently and as part of a team
- Ability to operate related equipment.
- Must have a Criminal Records check completed.

PHYSICAL DEMANDS

The Administrative Assistant position requires a significant amount of lifting, walking, reaching, bending, pushing, standing, and sitting.

In an average day the employee spends 2 to 6 hours sitting. Lifts a maximum of 30 lbs. Must be able to manage stressful work situations with dexterity.

The successful applicant for this job posting must provide satisfactory proof, or have such proof on file, that they have received the COVID-19 vaccination and any required COVID-19 booster vaccination. This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, the [Employer] shall make reasonable attempts to accommodate the applicant to carry out their role where possible recognizing that the health and safety of other employees and residents will be a priority.

Send resume to:

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