



EMPLOYMENT OPPORTUNITY

Ward Clerk Temporary, Part-time

About Strathmere Lodge

Strathmere Lodge is a not-for-profit, long-term care home that is owned by the County of Middlesex. Opened in 2006, this facility sits on a five-acre site on the outskirts of Strathroy. The home provides care to 160 residents in accordance with Ontario legislation and standards established and monitored by the Ministry of Health and Long Term Care.

Working at Strathmere Lodge

At Strathmere Lodge, you will have a chance to make an impact in your everyday work and build lasting relationships. We offer a culture that values inclusion, diversity, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations. Join our team and build a rewarding career in a progressive workplace that fosters leadership.

Position Overview

Under the general direction of the Director of Resident Care, the Ward Clerk performs a variety of clerical and administrative tasks to support the operations of Strathmere Lodge.

This is a temporary, part-time position for up to twelve (12) months. Shifts are typically from 6:00 a.m. to 2:00 p.m. and 2:00 p.m. to 10:00 p.m., however flexibility may be required. In addition, the successful candidate must be available to work weekdays, weekends, and statutory holidays.

Qualifications

- 1 year Medical Administrative Assistant Diploma from Community or Business College and/or 1 year of documented work related experience in a similar environment
- Demonstrated proficiency with Microsoft Office and scheduling software
- Demonstrated knowledge of medical terminology
- Excellent written and verbal communication skills
- Current Criminal Record Check with a Vulnerable Sector Screening that is satisfactory to Strathmere Lodge/County of Middlesex
- Completion of a 2-Step TB test (dated within 1 year)

Additional details and a full job description are available at www.middlesex.ca.

Location

The position is located at 599 Albert Street, Strathroy, Ontario.

What We Offer

- Competitive compensation: the pay rate for this position is \$26.36 to \$27.03 per hour (2023 wage rates) plus pay in lieu of benefits
- Ability to participate in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee and Family Assistance Program
- Ongoing training and development

How to Apply

If you are interested in this opportunity, please submit your cover letter and resume to **Rebecca Zeldon, Human Resources and Employee Wellness Advisor**, by email at hr@middlesex.ca by **4:30 p.m. on February 9, 2023**.

We welcome all interested candidates to apply. If you do not meet every qualification in the job description but your skills and experience align well with the role, we encourage you to consider applying. You may be the right candidate we are looking for with this role or other roles at Strathmere Lodge.

Accommodations

Strathmere Lodge and the County of Middlesex are an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

Additional Information

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of *the Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.