

WARD CLERK

Employment Status:	Temporary, Casual, Summer Staff
Compensation:	\$26.36 per hour
Location:	Strathmere Lodge - Strathroy, ON
Union/Non-union:	UNIFOR

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, casual, summer position until October 31, 2024. Hours of work may vary and scheduled hours each week are not guaranteed. Shifts are typically from 6:00 a.m. to 2:00 p.m. and 2:00 p.m. to 10:00 p.m. The successful candidates must be available to work weekdays, evenings, weekends and statutory holidays, and be available on short notice for call in shifts.

QUALIFICATIONS

- 1 year Medical, Office, or Business Diploma from Community or Business College and/or 1 year of documented work related experience in a similar environment
- Demonstrated proficiency with Microsoft Office Suite, scheduling and knowledge of medical terminology
- Excellent customer service, oral and written communication skills
- Ability to effectively work independently and as part of a team
- Previous experience working with the elderly is an asset
- Current Criminal Record Check with Vulnerable Sector Screening and completion of TB testing that is satisfactory to Strathmere Lodge/Middlesex County

WHY CHOOSE STRATHMERE LODGE?

Strathmere Lodge is a not-for-profit, long-term care home that is owned by Middlesex County. 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 Long-Term Care.

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.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by **4:30 p.m. on May 3, 2024**.

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.

WHAT WE OFFER

Employee Recognition Events

Professional Development

OMERS Pension Plan

Pay in Lieu of Benefits

Employee and Family Assistance
Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a
rewarding career!**

Middlesex County is 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.

NURSING

ISSUE DATE: 1999.09.01

REVISED: 2014.04.11, 2015.07.27, 2021.05.20, 2022.03.28, 2022.09.22, 2023.02.23

ISSUED BY: C. Brooks, DRC

APPROVED: B. Kerwin, Administrator

POSITION DESCRIPTION – WARD CLERK

DEPARTMENT: Strathmere Lodge, Nursing Department

REPORTS TO: Director of Resident Care, Assistant Director of Resident Care (ADRC) or designate (Administrative Support Nurse or Nursing Coordinator)

POSITIONS SUPERVISED: None

HOURS OF WORK: 6:00 a.m. – 2:00 p.m., 2:00 p.m. – 10:00 p.m.; flexibility required

POSITION SUMMARY: Provides confidential clerical support to Strathmere Lodge.

QUALIFICATIONS:

- ❖ 1 year Medical, Office, or Business Diploma from Community or Business College and/or 1 year of documented work related experience in a similar environment
- ❖ Demonstrated proficiency with Microsoft Office Suite and scheduling
- ❖ Demonstrated knowledge of medical terminology
- ❖ Ability to meet the physical demands of the job as specified in the physical demands analysis
- ❖ Proven written and verbal communication ability

PRINCIPAL RESPONSIBILITIES:

1. Replacing staff requests/absences in the Nursing Department (primarily) and both the Environmental Services and Food Services Departments (secondarily).
2. Distributing lab results to appropriate home areas after hours & notifying the lab (Dynacare) of the number of residents that need service prior to lab days via fax, check requisition forms for completion (stickers, signature, etc.).
3. Performing sundry clerical functions as assigned (e.g. filing, distributing supplies/documents to home areas, etc.).
4. Gathering all documents of deceased/discharged residents & disassembling the charts of such residents.
5. Handling incoming and outgoing calls for the facility.
6. Conducting tours of the home.
7. Prepares and posts Unifor & ONA Nursing Department schedules every 4 weeks.
8. Adheres to provincial occupational health and safety legislation and related Lodge/County policies/procedures in order to prevent injury to self or others, including: reporting injury hazards for remedy; and using personal protective equipment (PPE) appropriate to the task at hand.
9. Prepares worksheets weekly in consultation with the DRC and/or ADRC.
10. Filling non-pharmacological nursing orders weekly per request sheets and coordinates with Clinical Support Nurse (CSN).
11. Monitor and record vaccine fridge temperatures. Maintains file of fridge temperatures.
12. Fax Dr. Vandewalle and Puente's office all their new admissions face sheet profiles.
13. Process trades on Mondays, Wednesdays, and Fridays
14. Recopy and repost Unifor and ONA nursing schedules every Friday
15. Post new schedules when completed.
16. Provide update on staffing issues.
17. Complete antigen testing for visitors/staff in absence of Antigen Tester/Screenener.
18. Booking resident appointments, transportation and accompaniment, as required in absence of ASN.
19. Performing all other duties as assigned.