

## Ward Clerk

<b>Status:</b>	Temporary, Part-time – Up to 12 Months
<b>Compensation:</b>	\$28.91 per hour
<b>Location:</b>	Strathmere Lodge - Strathroy, ON
<b>Union:</b>	UNIFOR

### Position Overview

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 until February 2027. 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 long-term care experience
- Proficiency with Microsoft Office Suite
- 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 owned by Middlesex County, providing care to 160 residents in accordance with Ontario legislation and Ministry of Long-Term Care standards.

At Strathmere Lodge, employees make a meaningful impact every day in a supportive, inclusive workplace that values development and growth.

### How to Apply

If you are interested in this opportunity, please submit your cover letter and resume by email to [hr@middlesex.ca](mailto:hr@middlesex.ca) by **4:30 p.m. on February 6, 2026**.

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.

This position is an existing vacancy.

### Our Careers Page

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

Middlesex County is an equal opportunity employer committed to a diverse and inclusive workplace. Accommodations are available throughout the recruitment process and will be provided confidentially upon request.



## **Strathmere Lodge Job Description**

<b>Title:</b>	Ward Clerk
<b>Reports To:</b>	Director of Resident Care, Assistant Director of Resident Care, or designate (Administrative Support Nurse or Nursing Coordinator)
<b>Department:</b>	Nursing
<b>Positions Supervised:</b>	N/A
<b>Effective Date:</b>	February 2023
<b>Hours of Work:</b>	6:00 a.m.-2:00 p.m., 2:00 p.m.-10:00 p.m., or as assigned

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### **Position Summary**

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.

### **Principle Duties & Responsibilities**

- Replacing staff requests/absences in the Nursing Department (primarily) and both the Environmental Services and Food Services Departments (secondarily).
- Distributing lab results to appropriate home areas after hours and 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.).
- Performing sundry clerical functions as assigned (e.g. filing, distributing supplies/documents to home areas, etc.).
- Gathering all documents of deceased/discharged residents and disassembling the charts of such residents.
- Handling incoming and outgoing calls for the facility.
- Conducting tours of the home.
- Prepares and posts Unifor and ONA Nursing Department schedules every 4 weeks.
- 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.
- Prepares worksheets weekly in consultation with the DRC and/or ADRC.
- Filling non-pharmacological nursing orders weekly per request sheets and coordinates with Clinical Support Nurse (CSN).
- Monitor and record vaccine fridge temperatures. Maintains file of fridge temperatures.
- Fax Dr. Vandewalle and Puente's office all their new admissions face sheet profiles.
- Process trades on Mondays, Wednesdays, and Fridays.
- Recopy and repost Unifor and ONA nursing schedules every Friday.
- Post new schedules when completed.

- Provide update on staffing issues.
- Booking resident appointments, transportation and accompaniment, as required in absence of ASN.
- Performing all other duties as assigned.

## **Qualifications**

### **Education & Experience**

- 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.

### **Knowledge, Skills and Abilities**

- Proficiency in using Microsoft Office Suite including Word and Excel, and scheduling software.
- Demonstrated knowledge of medical terminology.
- Excellent verbal and written communication skills for interacting with residents, families, healthcare professionals, and administrative staff.
- Ability to manage time, prioritize tasks, and maintain an attention to detail to ensure accurate and up-to-date records and data.
- Ability to handle multiple tasks simultaneously in a busy long-term care setting, ensuring efficient workflow and timely completion of responsibilities.
- Ability to handle sensitive information with discretion, maintaining confidentiality at all times.

### **Other**

- Current Criminal Record Check with Vulnerable Sector Screening that is satisfactory to Strathmere Lodge/Middlesex County.
- Completion of TB testing (a 2-step TB skin test must be completed within the last twelve (12) months, or a 1-step TB skin test within the last twelve (12) months will be accepted with proof that a 2-step TB test was previously completed).