

POSITION: CLERK-STENO SENIOR

JOB POSTING #:

DEPARTMENT: Huron Lodge
POSTING TYPE: Corporate
POSTING STATUS: Regular Full-time
OF POSITIONS:
SHIFT WORK REQ'D: No

UNION: 543
JOB CODE: 543183
POSITION #:
GRADE/CLASS: 0.10
SALARY RANGE: \$23.47 to \$27.58 per hour (2012)
HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Manager of Program Services or designate, responsible to assist the Manager or designate in a clerical and administrative capacity. Responsible for taking dictation of various types, responsible for documenting of resident; completion of Ontario Hospital Returns; preparing monthly and annual statistical reports; maintaining residents' records; handling departmental correspondence; visitors to the Home; and switchboard duties; performing secretarial duties for Administrator; processing of purchase orders; account reconciliations; general office duties and other related duties as required. All influenza vaccine/outbreak protocols must be followed on a yearly basis. Perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety program. Perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus (1) year post secondary education from a community college in Accounting or Office Administration or Ontario Ministry of Education equivalencies;
- Must have over (1) year experience in a customer service environment;
- Must have a minimum typing speed of 40 w.p.m.;
- Must possess excellent written and verbal communication skills and effective listening skills;
- Must have experience in a computerized office environment utilizing the Microsoft Office Suite of products such as Outlook, Word, Excel, PowerPoint;
- Genuine interest in the elderly and a sincere commitment to the residents, empathy, patience and tact in interactions with others are required;
- Additional related courses a definite asset;
- Experience in long-term care preferable;
- Related community and volunteer experience deemed a definite asset;
- Additional language skills deemed a definite asset.

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on February 27, 2012