

**POSITION: NURSING RECORDS ASSISTANT****JOB POSTING #:**

**DEPARTMENT:** Huron Lodge  
**POSTING TYPE:** Corporate  
**POSTING STATUS:** Regular Full-Time  
**# OF POSITIONS:**  
**SHIFT WORK REQ'D:** Yes

**UNION:** 543  
**JOB CODE:** 543185  
**POSITION #:**  
**GRADE/CLASS:** 0.09  
**SALARY RANGE:** \$21.77 to \$25.64 per hour  
**HOURS PER WEEK:** 40.00

**DUTIES:**

Responsible to the Assistant Director of Care for all nursing documentation including establishing and maintaining medical files of residents. Establishes medical charts for new residents. Types on a daily basis items such as memos, letters, surveys, etc. Completes employee reports such as payroll and timebook for nursing as required. Requests and receives office supplies from the Storekeeper. Prepares materials requisition for nursing items as required. Checks resident's medical charts daily for doctors' directions regarding x-rays, appointments, etc and sets up required appointments. Responsible for follow up on residents' attendance for dental appointments. Occasionally arranges transportation for residents. Makes minor repairs to residents' eyeglasses and cleans hearing aids. Arranges repair service and maintains a log for repairs of hearing aids, dentures, and other resident items. Responds to general and nursing inquiries. Under the direction of the Director of Care, assists in preparing the master Nursing Staff and Health Care Aide schedules and responsible to make adjustments and/or changes as necessary within established protocol. Responsible for programming and maintaining the alarm and call management software. Attends in-service training as required. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; Performs other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus one year post secondary education in Business or Office Administration (medical) or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience in a computerized office environment using the MicroSoft Suite of Products (such as Outlook, Word).
- Must have a minimum typing speed of 40 wpm.
- Must be able to work a 40 hour week, Sunday to Saturday, with a ½ hour running lunch
- Must possess excellent written and verbal communication skills.
- Must maintain confidentiality of information.
- Must be patient, respectful and gentle when dealing with the elderly.
- Work experience in a health care setting is a definite asset.
- Experience with the elderly an asset.
- Successful completion of gerontological courses an asset.
- Knowledge of nursing, medical and dental documentation an 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 June 18, 2010