

POSITION: JUNIOR CLERK-TYPIST

JOB POSTING #: 2013-0208

DEPARTMENT:	Huron Lodge	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543356
POSTING STATUS:	Regular Full-time	POSITION #:	4298
# OF POSITIONS:	1	GRADE/CLASS:	0.05
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$19.56 to \$23.01 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Program Services, for clerical support such as filing, typing, data entry, documentation, administrative support, inventory of supplies and handle routine inquiries. Will be responsible for duties as assigned under the Emergency Preparedness Plan. All Influenza vaccine/outbreak protocols must be followed on a yearly basis. Attend all mandatory in-service training. Must maintain professional relations with residents, families the public and fellow staff. 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 one (1) year post secondary education in Office Administration or Medical Office Administration or Ontario Ministry of Education equivalencies;
- Must have over six (6) months experience in a computerized office environment using Microsoft Office Suite of Products including Windows, Word, Excel, Outlook and PowerPoint;
- Must have a minimum typing speed of 40 w.p.m.;
- Must possess excellent interpersonal and communication skills;
- Must be patient, respectful and gentle in dealing with the elderly and must maintain good relations with residents, staff and public;
- Must be able to lift manuals and file boxes up to 30 lbs;
- Work experience in a health care setting a definite asset;
- Completion of gerontological courses deemed an asset;
- Proven commitment to ongoing education, training and professional development will be considered an asset;
- Knowledge of nursing, medical or dental documentation considered an asset.

POSTING SPECIFICS:

Posting Period:	<ul style="list-style-type: none"> • Thursday, October 24, 2013 at 8:30 AM to Wednesday, October 30, 2013 at 4:30 PM • APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.
Who May Apply:	<ul style="list-style-type: none"> • Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
How To Apply:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • By Human Resources on October 22, 2013