

POSITION: ADMINISTRATIVE CLERK**JOB POSTING #:**

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

UNION: 543
JOB CODE: 543369
POSITION #:
GRADE/CLASS: 0.07
SALARY RANGE: \$21.03 to \$24.74 per hour (2012)
HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Manager of Program Services, is front-line reception fielding customer and resident inquiries, provides clerical support for the department's Health & Safety Program, Training Program, Recruitment Program and Contingency Planning and Emergency Preparedness Plan, as well as backup for reception and accounts payable function and responsible for Petty Cash. Responsible for the typing of lesson plans and handouts for the Training Program, job postings, tests, interview questionnaires, typing and maintenance of the department's Contingency Plan. Responsible for the maintenance of the department's Policies and Procedures Manuals. Inputs training data in the PeopleSoft training module. Schedules rooms for interviews, calls applicants to schedule interview time and date and coordinates with the interview panel. Responsible for all photocopies for recruitment process, testing, interviews etc. Maintain amiable relations with the public, other service areas and fellow staff; 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 in office administration, Business Administration or related fields from a Community College or Ontario Ministry of Education equivalencies;
- Must have over (6) months experience in a computerized office environment utilizing the Microsoft Suite of Products such as Outlook, Word, Excel, PowerPoint
- Must have a minimum typing speed of 50 w.p.m.;
- Must possess excellent communication skills;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act;
- Must be patient, respectful and gentle in dealing with the elderly and must maintain good relations with residents, staff and public;
- Must be knowledgeable of, and comply with, the Residents' Bill of Rights;
- Must maintain confidentiality of information;
- Knowledge of nursing, medical and dental documentation considered an asset;
- Previous experience with the elderly and/or work experience in a health care setting resulting in demonstrable knowledge of the Ontario Occupational Health & Safety Act and related Regulations considered an asset;
- Proven commitment to ongoing professional development and successful completion of gerontological courses considered 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 September 17, 2012