

POSITION: MEDICAL TRANSCRIPTIONIST/
ADMINISTRATIVE ASSISTANT

JOB POSTING #:

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

UNION: 543
JOB CODE: 543382
POSITION #:
GRADE/CLASS: 0.10
SALARY RANGE: \$23.47 to \$27.58 per hour (2012)
HOURS PER WEEK: 40.00

DUTIES:

Reporting to the Director of Care or designate, responsible to maintain medical transcription records of the Medical Director for the residents of Huron Lodge. Will be responsible for providing administrative support to nursing administration to maintain the effective and efficient functioning of the division. Working in a fast-paced, collaborative team environment responsible to provide timely, accurate comprehensive medical transcriptions of resident medical records for the Medical Director of the home demonstrating knowledge of associated medical terminology, pathological conditions, clinical tests, surgical procedures, laboratory procedures, pharmacology and abbreviations. Responsible to provide administrative support to the Director of Care and designates. Duties include taking and distributing meeting minutes, booking meetings, coordinating meetings agendas, booking interviews, coordinating staff attendance-at-work and performance appraisal meetings, filing, faxing, answering telephone inquiries, maintaining records and relevant staff utilization database information, providing clerical support for special nursing projects. Duties also include creating databases, spreadsheets, reports, graphs and charts and adhering to accepted standards of personal conduct. Must maintain and foster confidentiality in all aspects of written and verbal communication. Must maintain excellent and amiable relations with residents, families, community agencies, public and staff at all levels. Duties as assigned under Emergency Preparedness Plan. All Influenza vaccine/outbreak protocols must be followed on a yearly basis. Attend all mandatory in-service training. 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 (2) year post secondary diploma from a community college in Office Administration-Medical or Ontario Ministry of Education equivalencies;
- Must have over (6) months experience in an administrative support capacity in a long-term care hospital or human services care setting;
- Must have 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 50 w.p.m.;
- Must be able to transcribe information from Dictaphone equipment;
- Must be able to complete assigned duties with minimum supervision;
- Must have a pleasant, courteous and professional telephone manner;
- Must have demonstrated excellence in 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 have excellent organizational skills and strong initiative;
- Must have demonstrated excellence in working knowledge of English grammar, spelling and punctuation;
- Should have knowledge of the Ontario Health and Safety Act, its regulations and knowledge of hazards associated with work;
- Experience with Human Resources computerized tracking systems for retrieval of employee data to support attendance management, performance appraisal and WSIB management systems as asset;
- Proven commitment to ongoing professional development an asset;
- Additional language skills 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 February 27, 2012