

POSITION: JUNIOR CLERK-TYPIST**JOB POSTING #:**

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

UNION: 543
JOB CODE: 543424
POSITION #:
GRADE/CLASS: 0.05
SALARY RANGE: \$18.84 to \$22.16 per hour
HOURS PER WEEK: 33.75

DUTIES:

Will be responsible for reporting to the Dietary Supervisor or the Manager of Resident Services for clerical support such as filing, typing, data entry, documentation, administrative support, prepare reports, maintaining communication systems of divisions, assist with Quality Assurance program, phone calls related to resident care conferences, recording secretary for staff meetings, inventory of supplies and handle routine inquiries. Will be responsible for duties as assigned under the Emergency Preparedness Plan. Will attend all mandatory in-service training; maintain professional relations with residents, families, the public and fellow staff; all influenza/outbreak protocols must be followed on a yearly basis; Performs Occupational Health and Safety duties as outlined in the Corporate Health & Safety program. performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency.
- Must have over six (6) months experience in a computerized office environment utilizing the Microsoft Suite of Products including Word, Excel and Outlook.
- 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:**
- 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