

**Job Posting #:**

**Job Title:** NURSING RECORDS ASSISTANT - 543185

**Department:** Huron Lodge

**Union:** C.U.P.E. Local 543

**Work Location:** Various

**Position Status:**

**Rate of Pay:**

**Posting Period:**

**DUTIES AND RESPONSIBILITIES:**

Reporting to the Director of Care, this position will be responsible for all nursing documentation including establishing and maintaining medical files of residents. Establishes medical charts for new residents. Types items such as memos, letters, surveys, etc. on a daily basis. 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 residents' 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. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post secondary education in Business or Office Administration (medical) or Ontario Ministry of Education equivalencies;
- Must have over six (6) months of 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 will be considered an asset;
- Successful completion of gerontological courses will be considered an asset;
- Knowledge of nursing, medical and dental documentation will be considered an asset;
-

**WORKING CONDITIONS:**

Shift Work Req'd: Error! No document variable supplied.

**PHYSICAL REQUIREMENTS:**

The physical demands analysis associated with this job indicates a light to medium level of work.

**POSTING SPECIFICS:**

**Who May Apply:**

Current employees of the Human Resources Department. 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

**Update:**

By Human Resources on February 1, 2017.

---

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.