

JOB DESCRIPTION

POSITION:	JUNIOR CLERK - TYPIST		
DEPARTMENT:	Huron Lodge		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543424
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.06

DUTIES:

Reporting to the Supervisor of Dietary Services and Nutrition Manager or the Manager of Resident Services, this position will be responsible for clerical support such as filing, typing (confidential documents), photocopying, data entry, documentation, minute taking and administrative support. Records training sessions/records resident activities/replacements and distributes schedules/documents data for infection control for Nursing per Ministry of Health. Contacts and prepares on-site memos (as in accordance with Health & Safety requirements). Maintains communication systems of divisions. Opening and closing of Float for cafe and tallying of Special Functions. Assists with Quality Assurance Program of divisions. Acts as liaison with Human Resources for testing and scheduling of interviews. Prepares various reports for Director/Manager. 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 training in Office Administration or Business Administration or Ontario Ministry of Education equivalency; OR
- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency plus ten (10) full-time years of experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three (3) levels of the Computer Technology Certificate;
- Must have a Ministry of Health and Long-Term Care Food Handlers Certificate from Windsor-Essex County Health Unit or must obtain within three (3) months of starting the position with applicable renewals maintained every five (5) years;
- Must have over six (6) months of 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 wpm;
- 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;
- Work experience in a health care setting is a definite asset;
- Completion of gerontological courses will be deemed an asset;
- Proven commitment to ongoing education, training and professional development will be considered an asset;
- Knowledge of nursing, medical or dental documentation is considered an asset;
- The physical demands analysis associated with this job indicates a light level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

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.