

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>JUNIOR CLERK - TYPIST</b>		
<b>DEPARTMENT:</b>	Huron Lodge		
<b>LOCATION:</b>	Various	<b>UNION:</b>	C.U.P.E. Local 543
<b>HOURS OF WORK:</b>	33.75	<b>JOB CODE:</b>	543518
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.06

**DUTIES:**

Reporting to the Manager of Program Services or designate, this position will be responsible for clerical support such as filing, typing, data entry into corporate systems such as payroll, attendance, financials, building/equipment maintenance and any other required corporate or Huron Lodge systems; completes petty cash duties, documentation, prepares reports, communication systems of divisions, assist with Quality Assurance Program and switchboard, inventory of supplies and handle routine enquiries; perform reception/counter duties, customer enquiries, accounts payable processing and other related duties; ordering and inventory control of office supplies; clerical support for Huron Lodge Administration i.e. Procedures systems, training, recruitment, health and safety, etc.; provides back-up as and when required to administrative staff functions. All influenza vaccine/outbreak protocols must be followed on a yearly basis. 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 year of post secondary school courses in Office Administration or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in a computerized office environment with operating knowledge of Microsoft Office 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; effective listening
- 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 long term 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;
- A Physical Demands analysis will be completed with the incumbent after approximately six months of occupying the position.

**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.**