

# Join our team!

## Temporary Full Time Long-Term Care Ward Clerk

The successful candidate will be responsible for greeting the public, answering all inquiries, and relaying information promptly to appropriate staff, performing all clerical duties, and organizing the Nursing Stations to facilitate the efficient operation of the units.

In addition, the successful candidate will foster and support a team environment to ensure the attainment of our organization objectives and will act as a role model for all staff and promote the reputation of the facility in the community.

The Espanola Regional hospital and Health Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.

Thank you for your interest. This position will be for 18 months duration. Only applicants who have been selected for an interview will be contacted. This position will remain open until filled.

### Qualifications:

- Community College diploma in Office or Business Administration or an equivalent combination of experience and education
- Demonstrated proficiency in computer applications (Microsoft Word & Excel)
- Good organizational skills
- Time management skills



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- Excellent communication skills and strong interpersonal skills
- Minimum of two years' experience in a recent related position
- Ability to provide regular attendance
- Experience working in Long-Term Care is preferred
- Bilingualism in French and English is an asset

### Duties:

- Process orders pertaining to Lab, X-ray and appointments.
- Enter various basic information on the patient's charts i.e. lab, x-ray reports after checked by RPN.
- Prepare charts for all patient admissions and discharges.
- Maintains a filing system and patient charts as necessary.
- Ensures adequate levels of supplies
- Completes time cards and ensures proper use of time codes.
- Handles correspondence, filing, photocopying, scheduling meetings, and distribution of information to departments specific for Director of Care.
- Staffing - replaces staff for sick time, vacation requests, etc.
- Answers nurse call system and relays message to appropriate nursing staff.
- Notifies staff of any education activities.
- Participates in orientation of new staff.
- Attends and participates in resident care conferences and nursing care plan.
- Porter patients as required.

### Benefits:

- Wage is \$24.135 - \$27.165 per hour based on experience.
- 14% paid in lieu of benefits
- 6% paid in lieu of vacation
- Eligible to participate in Hospitals of Ontario Pension Plan (HOOPP) immediate upon hire

To apply, please email your resume outlining your relevant experience to:

**recruitment@esphosp.on.ca**