



Ward Clerk, Inpatient Nursing Unit Temporary Full-time (Maternity Leave coverage) Unifor position

Posting No: 2019-9
Posted: March 28 to April 7, 2019
Reports to: Site Director / Chief Nursing Executive

Position Description

The Ward Clerk, Inpatient Nursing Unit is responsible for co-ordinating department communication and completing administrative tasks on the Unit. This position involves being scheduled weekdays, weekends, statutory holidays (day shifts). Specific duties include:

- Call-ins for staffing and scheduling
- Answer telephones
- Book tests, procedures, follow-up appointments and transportation
- Transcribes physicians orders and scans orders to pharmacy
- Anticipates and prepares for patient discharges – i.e. medication reconciliation forms
- Order basic office supplies
- Complete weekly time sheets and payroll coding in Staff Right
- Inputs schedules into Staff Right and prints daily assignment sheet
- Maintain filing system
- Attends daily interdisciplinary rounds and communicates information as required
- Checks daily for repatriations and manages as instructed
- Collaboration within an interdisciplinary team
- Maintain and perform other clerical duties, as necessary and/or as requested (e.g.: time entry)

Requirements & Qualifications

- Current Ward Clerk experience required
- Secondary School Diploma required
- Health Care Office Assistant Certificate or equivalent experience required
- Knowledge and use of Cerner system required
- Applied knowledge with ONA and UNIFOR scheduling language preferred
- Computer skills in a “windows” based environment
- Demonstrated knowledge of medical terminology
- Understand and use of good body mechanics
- Demonstrated excellent interpersonal, organizational and communication skills
- Demonstrated pattern of good attendance
- Demonstrates a commitment to customer service when dealing with patients, colleagues, volunteers and other members of the community and public
- **Current Police Check/Vulnerable Sector Screen and Immunization status required upon hire.**

Experience, Skill and Ability (demonstrated)

- Excellence in verbal and written communication skills.
- Ability to support and embrace a philosophy of Service Excellence and Patient and Family Centred Care.
- Ability to organize work effectively and establish priorities
- Shows initiative and self-direction
- Understand and use of good body mechanics

South Huron Hospital Association is committed to providing a safe, healthy and inclusive work environment that inspires respect. SHHA encourages applications from persons with disabilities and we are committed to providing accommodations upon request.



Interested applicants may forward a resume and covering letter in confidence to:

Human Resources
South Huron Hospital Association
24 Huron Street West
Exeter, ON N0M 1S2
Email: human.resources@shha.on.ca

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.