

JOB DESCRIPTION

POSITION:	SENIOR CLERK		
DEPARTMENT:	Huron Lodge	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543183
HOURS OF WORK:	33.75	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Program Services or designate, this position will be responsible for clerical, reception and other administrative duties. Frequently types on a computer for e-mail correspondence and items such as minutes, agendas, spreadsheets, etc. Refers and accesses Goldcare software; Reconciles purchase orders and prepares requisitions. Processes pay direct invoices in PeopleSoft; Receives, opens and sorts mail daily for distribution. Maintains files. Prepares monthly statistics by recording residents' information on admissions, discharges, deaths, etc. Reroutes calls from the main line as required. Responds to inquiries by phone or at the counter. Schedules meetings and appointments when required. Follows up on items such as resident days to be charged monthly according to the Long Term Care Homes Act. Maintains petty cash as the primary custodian. Performs banking functions and assists in resident trust account management. Assists, from time to time, in the production of payroll entry and payroll-related functions. May be required to travel offsite for meetings, training or to City Hall as required. 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 (1) year of post secondary training from a Community College in Accounting, Office Administration or Business Administration or Ontario Ministry of Education equivalencies;
- Must have over (1) year of experience in a customer service environment;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have experience in a computerized office environment utilizing the Microsoft Office Suite of products such as Outlook, Word, Excel, PowerPoint;
- Must have a minimum typing speed of 40 wpm;
- Must possess excellent written and verbal communication skills and effective listening skills;
- Genuine interest in the elderly and a sincere commitment to the residents, empathy, patience and tact in interactions with others are required;
- Additional related courses a definite asset;
- Related community and volunteer experience deemed a definite asset;
- Additional language skills deemed a definite asset;
- Experience in long-term care preferable;
- The physical demands analysis associated with this job indicates a light level of work.

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.