

**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>	543356
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.05

**DUTIES:**

Reporting to the Supervisor, Facilities - Huron Lodge, this position will be responsible for clerical support such as filing, typing, data entry, documentation, administrative support, inventory of supplies and handle routine inquiries. Will be responsible for duties as assigned under the Emergency Preparedness Plan. All Influenza vaccine/outbreak protocols must be followed on a yearly basis. Attend all mandatory in-service training. May be required to lift manuals and file boxes. Must maintain professional relations with residents, families, the public and fellow staff. 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 education in Office Administration or Medical Office Administration or Ontario Ministry of Education equivalencies;
- Must have over six (6) months of experience in a computerized office environment using the Microsoft Office Suite of Products including Windows, Word, Excel, Outlook and PowerPoint;
- 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 will be considered an asset;
- The physical demands analysis associated with this job indicates a light level of work.
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**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.**