

Job Posting #:

Job Title: ADMINISTRATIVE CLERK - 543369

Department: Huron Lodge

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to the Manager of Program Services, this position will be responsible for front-line reception, fielding customer and resident inquiries, provide clerical support for the department's Health & Safety Program, Training Program, Recruitment Program and Contingency Planning and Emergency Preparedness Plan, as well as backup for reception and accounts payable function and responsible for Petty Cash. Responsible for the typing of lesson plans and handouts for the Training Program, job postings, tests, interview questionnaires, typing and maintenance of the department's Contingency Plan. Responsible for the maintenance of the department's Policies and Procedures Manuals along with input and maintenance of Huron Lodge's procedures software, Policymanager. Assists in the maintenance of administrative filing and archiving of files. Maintains office inventory; orders office supplies; unpacks and stores supplies. Accepts deliveries at reception. Opens, sorts, date stamps and distributes mail for the department and sorts and records incoming mail for residents. Inputs training data in the PeopleSoft training module. Schedules rooms for interviews, calls applicants to schedule interview time and date and coordinates with the interview panel. Responsible for all photocopies for recruitment process, testing, interviews etc. Maintain amiable relations with the public, other service areas and fellow staff; 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 (1) year of post-secondary education in Office Administration or Business Administration from a Community College or Ontario Ministry of Education equivalencies; OR
- Must have an Ontario Secondary School Graduation diploma or Ontario Ministry of Education Equivalency plus 10 full time years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have over (6) months of experience in a computerized office environment utilizing the Microsoft Suite of Products such as Outlook, Word, Excel and PowerPoint;
- 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 a minimum typing speed of 50 wpm;

- Must possess excellent communication skills;
- Must be patient, respectful and gentle in dealing with the elderly and must maintain good relations with residents, staff and public;
- Must be knowledgeable of, and comply with, the Residents' Bill of Rights;
- Must maintain confidentiality of information;
- Knowledge of nursing and medical documentation will be considered an asset;
- Previous experience with the elderly and/or work experience in a health care setting resulting in demonstrable knowledge of the Ontario Occupational Health & Safety Act and related Regulations will be considered an asset;
- Proven commitment to ongoing professional development and successful completion of gerontological courses will be considered an asset;
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WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a light level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

In person to the Human Resources Department

Update:

By Human Resources on February 1, 2017.

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.