Ontario Shores
Centre for Mental Health Sciences

*Discovery. Recovery. Hope.*

**Clerk 2 (Patient Care Unit Clerk) – Dual Diagnosis Services - DDS**
**Full-Time Position**

## WHO WE ARE:

Ontario Shores Centre for Mental Health Sciences (Ontario Shores) is a public hospital that provides inpatient, outpatient and consultation services for people with complex mental illness. Our patients benefit from a recovery-oriented environment of care built on compassion, inspiration and hope. We engage in research, education and advocacy initiatives to advance the mental health care system and are proud to work with partners across the continuum of care. If you thrive on innovation and positive change, and share our vision of Recovering Best Health, Nurturing Hope and Inspiring Discovery, Ontario Shores is the place for you.

## POSITION DESCRIPTION:

The Dual Diagnosis Services department (DDS) is currently recruiting a full-time Clerk 2 (PCU Clerk). Reporting to the Clinical Manager, you will act as a receptionist on the patient care unit and provide general clerical support for the unit staff and manager. Some of your main responsibilities will include, but are not limited to:

- Providing a variety of clerical and other support services to the staff and patients on the ward/patient care unit such as: supporting patient admissions and transfers and discharges; preparing statistical reports on patient activities by looking on charts for the information, sorting and distributing mail, checking and ordering supplies, arranging for repairs; collecting and delivering material within the hospital, updating policy/procedure manuals and bulletin boards.
- **As a requirement**, the successful candidate will use Meditech 6.06 to maintain accurate records of attendance for payroll submission and processing data in relation to shift schedules by reviewing related information e.g. attendance, change of schedule, WSIB claims, absenteeism due to illness, time off, leaves of absences and records on official shift schedules. Weekly reviewing information related to staff attendance, stat holiday and premium payment reports, identifies discrepancies to the Clinical Manager and rectifies records; calculating and recording cumulative total to staff attendance records; preparing related notifications/submissions for HR and payroll. Verifying balances and distributing written material to the Clinical Manager.

## QUALIFICATIONS REQUIRED & PREFERRED:

- Completion of Gr. 12 or recognized equivalent
- Medical Office Administration diploma preferred
- Minimum 1 year experience in a Secretary/Unit Clerk position
- Working knowledge of Word and Excel
- Demonstrated office skills such as keyboarding and filing.
- Working knowledge of Meditech
- Experience with staff scheduling and maintaining attendance records
- Ability to use a networked personal computer system and software.
- Ability to work with minimal supervision and independently.
- Demonstrated ability to clearly communicate with staff and patients; must have excellent interpersonal skills.
- Demonstrated ability to take initiative
- Superior time management, and organizational skills
- Ability to use judgement in dealing with requests for information and the release of confidential information; knowledge of medical terminology, ability to perform the physical demands of position and maintain good attendance. Able to help coordinate unit based projects and initiatives within the scope of role.
- Experience working in a healthcare environment preferred

Title: Clerk 2 (Patient Care Unit Clerk)
This position is part of the OPSEU bargaining unit

Status: Days
Salary Range: $21.93 - $24.53 per hour

**Competition #** **296-14**

Posting Date: August 20, 2014
Closing Date: September 3, 2014

## HOW TO APPLY:

Please forward your resume by the closing date to:
Ontario Shores Centre for Mental Health Sciences
Human Resources Department - **Competition #296-14**
700 Gordon Street
Whitby,ON L1N 5S9
Fax 905-430-4036; email hr @ontarioshores.ca

*Personal information you provide to Ontario Shores Centre for Mental Health Sciences (Ontario Shores) is collected pursuant to the Public Hospitals Act R.S.O 1990, c. P.40. It will be used for the purpose of determining eligibility for employment. At all times it will be treated in accordance with the provisions of the Freedom of Information and Protection of Privacy Act. If you have questions about the collection of your personal information, refer to the Privacy & Access pages on the Ontario Shores website.*