



JOB POSTING: Unit Clerk, Clinics

File #: 22-611	Status: Temporary Full Time (up to 6 months)	Posting Period: November 25, 2022- December 4, 2022
Work Location: Providence Care Hospital	Employee Group: OPSEU 4104 Service/Clerical	Wage Rate: \$24.91 - \$27-19

Position Summary:

The Unit Clerk will support the safe, efficient and effective operations of the Unit/Program by providing quality clerical support. In collaboration with the Charge Nurse, the Unit Clerk will work under the direction of the Program Manager.

Education & Experience:	Key Knowledge, Skills & Abilities:
<p>Two-year Office Administration, Health Services (Also known as Medical Office Administration) Diploma or equivalent combination of education and healthcare clerical experience</p> <p>Successful completion of medical terminology course, preferred</p> <p>Two years of experience performing similar healthcare clerical duties preferred</p>	<ul style="list-style-type: none"> ▪ Demonstrated keyboarding skills of 40 words per minute ▪ Demonstrated intermediate computer skills in use of Microsoft Office Suite of products, including Word, Excel and Outlook (to be tested) ▪ Knowledge of Collective Agreements, with knowledge of Providence Care Collective Agreements, an asset ▪ Demonstrated Knowledge of medical terminology (tested if no formal medical terminology certificate/education evident) ▪ Ability to demonstrate professionalism and tact when interacting with clients/patients/families, staff and physicians, and ability to handle sensitive and confidential information ▪ Ability to problem solve in response to multiple communication systems and prioritize responses ▪ Demonstrated commitment to the Mission, Vision, Values, Ethics and strategic directions of Providence Care ▪ Demonstrated ability to create an inclusive and welcoming environment that values each individual; respects their values, preferences and unique abilities; and mitigates against the experience of stigma ▪ Demonstrated commitment to ongoing process improvement and delivering outstanding quality and results ▪ Demonstrated positive approach and resilience toward innovation and change, and ability to quickly adapt to evolving workplace standards of practice ▪ Demonstrated understanding and alignment to, expectations and deliverables of the organizational, department and team goals; effective stewardship of resources ▪ Demonstrated interpersonal, written and verbal communication skills and ability to demonstrate tact and diplomacy with diverse groups of stakeholders ▪ Demonstrated ability to effectively work independently with proven reliability and trustworthiness ▪ Demonstrated ability to organize and prioritize work effectively, manage a full work-load and meet deadlines in a busy environment with frequent interruptions ▪ Demonstrated trouble shooting skills and ability to problem solve issues that may arise in carrying out the duties of this position ▪ Demonstrated commitment to continued learning and professional growth ▪ Demonstrated effectiveness as a team member through collaboration, respect and effective communication ▪ Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation, promoting a physically and psychologically safe environment for everyone ▪ Demonstrated good physical condition to meet the physical demands of the position and attend work on a regular basis ▪ Bilingual in French and English language, preferred

Please send your updated resume and cover letter in one document, quoting the file number in the subject line to: work@providencecare.ca. Contact Liseta Medeiros, Recruitment & Staffing Specialist, 613.544.4900 x 53455 for a complete list of duties, responsibilities or inquiries.

We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in French.