



Department: Unit Clerk
Status: Permanent Part-Time
Posting Date: Tuesday, October 15, 2024
Closing Date: Friday, October 25, 2024

DESCRIPTION

Valley Manor is a dynamic and progressive Long-Term Care Home. We are a rural, fully Accredited facility, offering quality healthcare in a friendly & welcoming environment. We are committed to the safety of our residents and to compliance with the FTCHA legislation.

MINIMUM REQUIREMENTS

- Experience in a Long Term care setting an asset
- Post-secondary unit clerk/ward certificate and/or willingness to undertake a related course of study
- Computer proficiency
- Ability to work weekends
- Vulnerable Sector Check valid within the last 6 months or can obtain one

RESPONSIBILITIES

- Responsible for calling part time and casual staff to fill available shifts.
- Calls to fill shifts for OT based on staff rotation and seniority.
- Performs telecommunications support for the nursing department by answering phones, relaying messages and completing follow up call as necessary.
- Provides clerical support to the nursing department.
- Ability to multi-task, and prioritize in a fast-paced environment
- Completes Mandatory Education as assigned, and has a desire for ongoing learning
- Attends Staff Meetings as required

Valley Manor is an equal opportunity employer, committed to diversity and inclusion in the workplace. Discrimination and harassment based on race, colour, sex, religion, sexual orientation, origin, disability, pregnancy or any other Code grounds will not be permitted. If you require accommodation at any time during the interview process, please advise let the organizer know in advance.

APPLY

Kathy Innocente
Manager HR & Finance
Valley Manor Inc
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Barry's Bay, ON K0J 1B0
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Only candidates selected for an interview will be contacted. All new hires are required to obtain a Vulnerable Sector Check valid from within the last six (6) months.