



CAREER OPPORTUNITY

Position: Casual Administration Assistant
36-2022

Department: Administration

Commencing: To be determined

Salary: \$21.54 to \$28.72 / hour

Deadline: Open until Vacancy Filled

Job Description: Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to human.resources@rhcf.on.ca or: by fax to 807-274-2898 by the deadline.

For more information, please contact Human Resources at: human.resources@rhcf.on.ca



JOB DESCRIPTION

POSITION (Title):	Casual Administration Assistant
DEPARTMENT/SERVICE AREA:	Administration
SITE:	Rainy River Health Centre
REPORTS TO (Title):	Administrator, Emo & Rainy River Health Centre

QUALIFICATIONS NECESSARY:

- Grade 12 diploma, or equivalent knowledge, skills, abilities and experience acceptable to the Employer;
- Minimum of two (2) years clerical experience with demonstrated competency in office practices and procedures;
- Demonstrated proficiency in using MS Office applications, including MS Word, Excel and Powerpoint, internet and email with the willingness to learn new software as required;
- Demonstrated strong written and verbal communication skills;
- Demonstrated problem solving, organizational and time management skills with the ability to multitask and prioritize workload;
- Strong interpersonal skills with ability to function effectively independently, within a team, with front line personnel, residents and families.
- Demonstrated understanding and ability to maintain confidentiality
- Familiar with all Acts & Regulations that govern the activities of a Long Term Care Home (ie. MOHLTC, OESA, OLRA)
- Resume required for all internal staff applying outside the classification.
- Demonstrated strong written and verbal communication skills;
- Demonstrated strong interpersonal skill with the ability to function effectively independently, within a team, with front line personnel , and management;
- Demonstrated ability to function effectively in a fast paced healthcare environment with excellent organizational and time management skills with the ability to multitask and prioritize workload;
- Dependable with a verifiable acceptable attendance record;
- Proven ability to perform the essential duties of the position on a regular basis.

BASIC RESPONSIBILITIES:

Reporting directly to the Administrator, the Clerk Receptionist provides administrative support to the Administrator and Director of Care and acts as an organizational support.

SPECIFIC DUTIES:

Administrative

1. Performs the day-to-day administrative activities/responsibilities as required by the management staff.
2. Deals tactfully and courteously with residents, patients, families, visitors, and staff.
3. Assembles required documentation for meetings, events, projects etc. Records minutes of meetings as noted above.
4. Maintains policy and procedure manuals and education / training materials.
5. Performs typing, filing, and photocopying duties as assigned
6. Sorts and distributes facility and resident mail

Finance

- Disburses residents' trust comfort funds on a daily basis and computerized recording of the same.
- Handles Resident Council petty cash, and petty cash for Activation and Administration and conducts reconciliations as necessary.
- Handles month end Handivan cash and prepares monthly statements.
- Invoice coding and submitting to Accounts Payable.
- Enters Residents in Point Click Care system and ensures health card address is changed. Completes Health Card Renewals.

General

- Perform other duties or responsibilities as delegated or assigned.
- Carry out all work assignments safely and be knowledgeable of and in compliance with relevant regulations, policies, and procedures.

CONDITIONS OF EMPLOYMENT:

1. Human Resource Policies
2. Corporation Policies
3. Department Policies