



Unit Secretary, Adult Inpatient Mental Health Short Stay Unit/DDP Geriatric - 1 position	Posting #: 50314
Adult Inpatient Mental Health Short Stay Unit/DDP Geriatric	Posting Date: June 05, 2023
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: June 11, 2023
Full Time	Peter Kronenberg, Human Resources
Non-Union	

REPOSTED

The Unit Secretary performs a variety of clerical reception and scheduling services in the day to day administration of ward /team activities. This role will primarily provide support for staffing and payroll. Additional duties include: providing receptionist duties, including screening telephone calls, visitors, etc. answering routine inquiries, initiating staffing calls when required; making appointments for clients for tests/consultations; sorting and distributing mail; checking and ordering supplies; completing staff information, ie. Assisting clients with Pin Money; maintaining clients' files and clinical record forms; maintaining filing system for relevant areas of responsibility; keyboarding letters, memoranda, arranging teleconference and TEAMS Meetings and completing conference notes, and data entry to care plans, etc. from handwritten or printed material.

Current hours of work are weekdays 8:00am to 4:00pm. It is understood that the hours of work reflect the current scheduling arrangements and are subject to change as determined by the Employer.

Essential Qualifications

- Ontario Secondary School Diploma or recognized equivalent by the Province of Ontario
- Graduate of a recognized medical secretarial or medical office assistant certificate program is required
- Demonstrated computer skills with Outlook and MS Office Suite, including an intermediate level of knowledge of Word and basic Excel
- Ability to keyboard accurately to a minimum of 40 wpm
- Working knowledge of general office procedures and methods, computerized patient data base system (ADT System) used to retrieve patient information
- Record keeping and filing experience
- Ability to work accurately with figures and clerical details
- Working knowledge of the Mental Health Act
- Strong interpersonal and communication skills both oral and written
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Working knowledge of One Chart

Preferred Qualifications

- Proficiency in French would be an asset.
- Strong knowledge of psychiatric/medical terminology
- Previous experience using a computerized system eg. Workbrain
- Previous experience scheduling staff and working with payroll systems
- Ability to prioritize multiple demands
- Ability to work independently as well as a team
- Excellent organization and time management skills

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.