



Unit Secretary, Complex Care Program - 1 position	Posting #: 52161
Complex Care Program	Posting Date: December 05, 2023
Parkwood Institute Main - London, ON	Submission Deadline: December 11, 2023
Part Time	Stacy Kearns, Human Resources
Non-Union	

The Complex Care program comprises three units that provide care for individuals with a variety of chronic and complex medical conditions. A broad range of patient care needs are supported by an expert and diverse interdisciplinary team which provides a holistic and collaborative approach to care focusing on the physical, psychosocial, emotional and spiritual needs of the patients.

The Medically Complex Service provides care to patients who require ongoing medical management as well as rehabilitation following a major medical event, accident or illness. We provide support to individuals with a range of chronic complex conditions including designated beds for patient's requiring chronic ventilator support. The Medically Complex Service has 2 inpatient units of 35 and 36 beds.

The 18 bed Palliative Care Unit, provides compassionate end of life care and pain and symptom management for individuals and their families.

The Nursing Unit Secretary is an integral part of the Complex Care team. The role includes: scheduling of staff members, booking transportation for appointments and providing administrative support to the team.

Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Ontario Secondary School Diploma or recognized equivalent by the Province of Ontario
- Graduate of a recognized medical secretarial certificate program
- Previous experience scheduling staff and working with payroll systems
- Experience in a healthcare environment
- Demonstrated computer skills with Outlook and MS Office Suite, including an intermediate level of knowledge of Word and basic Excel
- 40 wpm typing speed
- Excellent communication skills, both written and verbal as well as excellent grammar, spelling, proofreading and composition skills
- Strong interpersonal skills with a demonstrated customer focus to assist internal and external customers
- Excellent organization and time management skills to effectively provide support to all team members
- Ability to work independently as well as on a team
- Ability to prioritize multiple demands
- Detail oriented
- Strong knowledge of medical terminology

Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience using a computerized scheduling system, e.g. Workbrain

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 (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date.
- 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.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*