



## **ADMINISTRATIVE CLERK**

**DEPARTMENT:** COMMUNITY SUPPORT SERVICES – GAIN  
**REPORTS TO:** CLINICAL MANAGER, COMMUNITY PROGRAMS  
**STATUS:** PERMANENT FULL-TIME  
**SHIFT:** DAYS  
**COMPENSATION:** \$21.055- \$24.759/hr  
**UNION:** SEIU  
**AVAILABLE TO:** INTERNAL EMPLOYEES  
**DATE POSTED:** NOVEMBER 7, 2022

### **POSITION DESCRIPTION:**

The Administrative Clerk has a dual role of receptionist and administrative support for the Geriatric Assessment and Intervention Network (GAIN). In addition to being responsible for the communications for the network, this position facilitates all referrals to and from the network; enables effective operations of the GAIN office and activities; and ensures the client enjoys a positive encounter each time.

### **QUALIFICATIONS:**

- Medical Administration diploma or related work experience including Electronic Medical Record and minimum Grade 12 education
- 2 years administrative experience working in geriatrics preferred
- Intermediate keyboarding skills (45 wpm)
- Good knowledge of medical terminology and Haliburton County health and social service providers
- Proficiency with various computer programs such as MS Office Suite, EMR applications and Medipatient
- Consistently demonstrates excellent written and verbal communication skills and telephone/email etiquette
- Exhibits excellent interpersonal skills and ability to thrive in a client-centred, inter-professional team
- Ability to be flexible, handle change and creatively solve problems
- Demonstrates ability to work accurately and efficiently and remain focused
- Excellent organization skills
- Demonstrated ability to work independently and use good judgment or function successfully in a group

**SUBMIT APPLICATION AND RESUME TO:** Human Resources Job Application Box

**PLEASE QUOTE JOB NUMBER:** 2022-86

**DEADLINE:** November 16, 2022 @ 1600 Hours

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.