



The Salvation Army

Alberta & Northern Territories Division

Agapé Hospice

1302 8th Avenue NW, Calgary, AB T2N 1B8
Tel: (403) 282-6588
Fax: (403) 284-1778
www.agapehospice.ca



www.SalvationArmy.ca

JOB POSTING

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|------------------------------------|-------------------------------------|
| COMPETITION NUMBER: | UC-01-19 |
| POSTING OPEN DATE: | January 31, 2019 |
| POSTING CLOSE DATE: | February 11, 2019 |
| UNION: | United Nurses of Alberta, Local 232 |
| TITLE: | Unit Clerk |
| DEPARTMENT: | Resident Care |
| STATUS: | Part-time |
| NUMBER OF OPENINGS: | 1 |
| F.T.E.: | 0.24 |
| HOURS PER SHIFT: | 4.08 |
| SHIFTS PER FOUR WEEK CYCLE: | 9 (evening shifts 17:00 - 21:30) |
| DATE AVAILABLE: | February 13, 2019 |
| RATE OF PAY: | \$24.99 - \$30.38 |

RESPONSIBILITIES:

As a member of the interdisciplinary team, the Unit Clerk performs a variety of clerical and reception duties related to the caregiving area including: processing staffing requests and making calls to fill vacant shifts as approved; answering telephone calls; providing directions to residents and/or visitors; compiling, maintaining, and storing resident health records/charts; maintain confidentiality of residents; facilitate resident admissions and discharges; maintaining medical, pandemic, and stationery supplies; maintain up-to-date records and/or files containing resident information; maintaining databases as required by The Salvation Army and Alberta Health Services; and other related duties as requested.

QUALIFICATIONS:

- Education:** Unit Clerk certification required; High School diploma or equivalent
- Experience:** Previous experience as a unit clerk or in a medical setting preferred; word processing and database skills (Microsoft Office) required
- Personal:** Fluent in the English language both oral and written; Excellent communication skills; ability to maintain positive and courteous relationships with staff, residents/families, and visitors; Well-developed organizational skills; Neat and tidy in appearance promoting a good public image; Self-directed; works well with minimal supervision; Ability to anticipate needs and responds accordingly; Ability to work effectively under stress; Ability to work within the philosophy, mission and Code of Ethics of The Salvation Army and Agapé Hospice

PLEASE APPLY IN WRITING TO:

Employee Relations & Support Services Manager
The Salvation Army Agapé Hospice
1302 – 8 Avenue N.W., Calgary, AB T2N 1B8
human.resources@agapehospice.ca
fax (403) 284-1778

SUBJECT TO THE TERMS AND CONDITIONS OF APPLICABLE COLLECTIVE AGREEMENT

ALL POSTINGS WILL CLOSE AT 1600 OF THE POSTING CLOSE DATE INDICATED.