COUNTY OF HASTINGS  
County Administration Buildings  
Belleville, Ontario  

CLERK II – WARD CLERK  
Hastings Manor  
Belleville, Ontario  

October 20, 2015

Hastings Manor Long Term Care Home in Belleville has an immediate opening for a Part-time Clerk II - Ward Clerk to assist with staff scheduling and to provide clerical support to the Home. This is a part-time non-union position requiring day/evening shifts including weekend and statutory holiday work, and potential for additional shifts for coverage of absences such as vacation.

DUTIES:
- Assist with the preparation of the bi-weekly schedules.
- Arrange for staff replacements on a daily basis as required for all departments.
- Monitor Attendance Awareness Program.
- Schedule staff for various training, development and orientation programs.
- Assist with the delivery of nursing stationery supplies.
- Maintain filing in the records room.
- Set up / break down of resident charts.
- Answer telephones.
- Perform clerical duties including typing, filing, photocopying and other routine procedures.
- Such other duties that may be assigned from time to time.

QUALIFICATIONS:
- Post secondary school diploma in office administration, business or related program.
- Scheduling experience, preferably in a unionized 24/7 work environment.
- Proficient computer skills including Microsoft Word, Excel and Outlook.
- Strong clerical skills with the ability to prioritize, and work efficiently and accurately.
- Strong interpersonal skills, patience, and the ability to effectively communicate with staff, as well as the ability to work with numerous interruptions.

HOURS OF WORK: 2:00pm – 10:00pm – typically 8 shifts bi-weekly, and working a minimum of one in three weekends

WAGE RANGE: $19.27 per hour to $22.53 per hour (plus percent in lieu of benefits)

Applications for this position will be received in the Human Resources Department until 4:00 p.m. TUESDAY, OCTOBER 27, 2015. If forwarding by email, please use “WARD CLERK APPLICATION” as the subject line.

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“The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.”