



## Mount St. Mary Hospital Position Description

<b>POSITION TITLE:</b>	<b>Unit Clerk</b>	<b>BARGAINING UNIT:</b>	<b>Facilities</b>
<b>DEPARTMENT:</b>	<b>Resident Care</b>	<b>CLASSIFICATION TITLE:</b>	<b>Nursing Unit Assistant (10317)</b>
<b>REPORTS TO:</b>	<b>Director, Resident Care</b>	<b>GRID LEVEL:</b>	<b>SB16</b>
<b>EFFECTIVE DATE:</b>	<b>August 2023</b>		

### **JOB SUMMARY**

Mount St. Mary Hospital (MSMH) provides a Homelife Model of Care that enhances the quality of life of individuals living at MSMH. The Unit Clerk is a member of the Resident Care Team and provides clerical functions to support resident care. The Unit Clerk works collaboratively with the Resident Care Team to meet the needs of residents and families, and in support of the mission, vision and values of MSMH.

### **JOB DUTIES AND RESPONSIBILITIES**

1. Under the direction of the Clinical Nurse Leaders performs reception duties by such activities as greeting and way finding, answering the telephone, relaying messages, answering routine inquiries, directing calls, responding to resident and family requests and opening and distributing mail, and newspapers.
2. Assists with each admission by providing an orientation tour to new residents and their families.
3. Maintains resident health records from admission through discharge by assembling, stocking with forms, thinning, and filing reports in accordance with established procedures.
4. Transcribes monthly forms such as the bowel records and file records.

5. Performs clerical duties, including maintaining and updating lists and records such as resident lists in accordance with established procedures and direction from the Clinical Nurse Leaders. Files, enters data into computer applications, creates correspondence, memos and photocopies as appropriate.
6. Collects, compiles and reports resident care data and unit statistics. Coordinates and organizes resource material for consistency between units.
7. Maintains unit stationary and supply levels by monitoring stock, preparing requisitions, obtaining supplies as needed and restocking supplies when delivered.
8. Completes equipment repair and maintenance orders as needed per the 'Angus' system.
9. Transcribes Physician's orders including test requisitions and medication and dietary requirements by copying information, completing various forms and distributing in accordance with established procedures.
10. Places calls to physicians as directed.
11. Schedules external resident appointments, including diagnostic/ treatment procedures, physicians' appointments, and transportation by contacting appropriate outside agencies/ offices.
12. Maintains related records.
13. Maintains a safe, secure environment for residents and staff by immediately reporting unsafe hazardous conditions and suspected resident abuse. Takes immediate action, as appropriate to reduce/ eliminate recognized safety risks and documents the incident/ unusual occurrence following established procedures.
14. Performs other related duties as assigned.

## **QUALIFICATIONS**

### ***Education, Training and Experience***




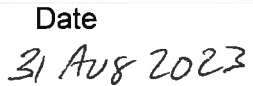
- Grade 12
- Graduate of a recognized Unit Clerk course
- One year recent related experience or an equivalent combination of education, training and experience.

### ***Skills and Abilities***

- Ability to participate as a Team Member
- Ability to type 50 w.p.m
- Knowledge of medical terminology
- Ability to communicate effectively both verbally and in writing

- Ability to deal with others effectively
- Ability to organize work
- Ability to operate related equipment such as a computer and use of applicable software
- Physical ability to carry out the duties of the position.

**APPROVED:**

 _____ Director, Resident Care	 _____ Date 28-31/23
 _____ Director, Human Resources	 _____ Date 31 Aug 2023