



Blood Tribe Department of Health Inc.

Employment Opportunity

TITLE: Unit Clerk
DEPARTMENT: Long Term Care - KCCC

REPORTING TO: Registered Nurse

SUMMARY OF WORK:

The Unit Clerk is responsible for maintaining order in the nursing area and assisting the nursing staff as needed to deliver the highest quality services to the Residents' of Long Term Care.

TECHNICAL/CLINICAL DUTIES & RESPONSIBILITIES:

- Assembling chart for new Residents and maintaining current Resident charts, which may include thinning charts.
- Routinely checking residents discharge documents for omissions and signatures.
- Distributing admission and discharge notifications to appropriate departments.
- Provide requisition upon doctor's orders for laboratory/x-ray and dietary.
- Ensuring proper labelling on all chart documents.
- Ensure proper name (first name only) and picture at each Resident room door.
- Coordinate Resident appointments such as for internal appointments, external appointments and medical transportation if needed.
- Contact family of Residents' upcoming appointments with dates and time.
- Greet visitors.
- Distribute Resident mail.
- Answer telephone, relay messages and transfer calls as needed.
- Carry out duties and responsibility in accordance with BTDH Personnel Policy and Procedures.
- Perform other duties as assigned.

PROFESSIONAL QUALIFICATIONS:

- Graduate of post-secondary.
- Graduate of medical clerk program.
- Current CPR, to be re-certified annually.
- Minimum of three years' experience in related field.
- Possess excellent computer skills and be familiar with computer programs.

SALARY RANGE:

- In accordance with BTDH salary grid.

Deadline for Application: January 4, 2018 4:00pm

Please forward a Letter of Application, Resume, Current Criminal Record Check, and Three (3) updated references to:

***Blood Tribe Department of Health Inc.
c/o: Human Resources
P.O. Box 229
STANDOFF, AB T0L 1Y0
Phone: 737-8408
FAX: 403-737-3985
Email: deedrie.bt@btdh.ca***

Incomplete application will not be accepted.