



Position Title: Support Services Clerk
Position Status: **Backfill**
Rate of Pay: \$28.01-\$29.50** 2022 Rates
Posting No.: 24-220
Posting Date: October 24, 2024
Deadline to Apply: October 31, 2024, by 4 pm

About the Position

Norfolk General Hospital is seeking a Support Services Clerk. The ideal candidates would be dedicated to patient care and committed to championing the Hospital's Mission to relieve illness and suffering, and help people live healthier lives.

Responsibilities:

- Works closely with the Dietitian and Diet Technician regarding the processing of patient and resident menus and diet orders.
- Responsible for daily menu marking of patient menus.
- Tallies food counts for all food preparation areas for Norfolk General Hospital and the Norfolk Hospital Nursing Home.
- Processes all purchase orders received in the Department.
- Records variances in inventory and costs all stock on a weekly basis.
- Receives and transmits telephone messages.
- Responsible for entering departmental payroll and making all changes necessary for Nutrition and Food Services, Maintenance and Environmental Services.
- Responsible for keyboarding employee schedules, patient master menus and any other items requiring typing as assigned.
- Responsible for the ordering of all stationary supplies and keeping adequate stock on hand.
- Maintains a filing system in the Diet Office. Performs other filing duties as assigned.
- Required to adhere to all health and safety policies, procedures and provisions set up by management.
- Attend monthly kaizen and departmental meetings.
- Responsible for recognizing unsafe work practices and other potential hazards in the work area, and for reporting these situations to their supervisors.

Education & Qualifications:

- Graduate of an accredited college level Administrative Program or equivalent which includes medical terminology
- Excellent working knowledge of Windows based systems with skills in Word, Excel and Outlook
- Previous experience with hospital information system - Meditech preferred.
- Minimum six months to a year of clerical experience in a Nutrition setting.
- Knowledge and experience with payroll/attendance/time management information systems- Meditech preferred.
- Demonstrated collective agreement and legislation interpretation skills.
- Must be able to exhibit tact and courtesy in answering the telephone and in dealing with people.
- Must be able to work independently with multiple interruptions and demonstrate initiative and judgement in planning own work.

Hours of Work: Provides backfill for vacation, sick, or other schedule requirements.

About Us

Located in Simcoe, Ontario, Norfolk General Hospital provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital continues to be a full service 106-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics, as well as on-site 24 hour per day medical coverage.

Interested applicants must submit a current cover letter and resume to the Human Resources Department by e-mailing to nghhr@ngh.on.ca.

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.