

**THE ROYAL OTTAWA HEALTH CARE GROUP**

**EMPLOYMENT OPPORTUNITY**

**ROM20-207**

**Notice of union position vacant – CUPE 942**

**Applicants who are not in the bargaining unit will only be considered after bargaining unit applicants**

**Date Posted:** August 18<sup>th</sup>, 2020

**Position:** Secretary III  
Temporary Full-Time (1.0 FTE) Days  
Contract End Date: December 22<sup>nd</sup>, 2020

**Program:** Nursing Professional Practice and Education

**Location:** Royal Ottawa Mental Health Centre

**Duties:**

- Provide administrative and secretarial support to the Director of Nursing and staff of the Nursing Education Department.
- Ensure effective communication throughout the program by distributing information appropriately.
- Maintain up to date knowledge of the program and answer and redirect internal and external phone/fax/email enquiries.
- Liaise with ROHCG departments to coordinate onboarding for staff and students of the ROHCG.
- Prepare and send correspondence, as directed by the Director of Nursing and staff.
- Arrange and co-ordinate meetings involving internal staff as well as those from external agencies, prepare background material for meetings, take and prepare minutes, and act as a main contact for centralized room booking and OTN system for the program.
- Create and maintain effective procedures to support activities of the program using network technology efficiently e.g. electronic file management, data base management, appointment scheduling, statistics tracking and reporting, etc.
- Order and receive materials supplies including completion of paperwork.
- Organize and maintain an effective filing and office management system
- Prepare requisitions for printing, stores, work orders, etc.
- Prepare accounts reimbursement and funds request forms.
- Process biweekly payroll cards for program staff including maintaining appropriate supportive documentation.
- Prepare necessary paperwork (e.g. PAFs, requisitions) to support staffing and personnel functions for selected program staff.
- Audit payroll, sick leave, vacation and labour distribution reports and report variances to the Director of Nursing; review and adjust year end vacation, sick leave balances.
- Participate in special projects.
- Work in a manner that is in compliance with staff and patient/client safety practices, policies and procedures of The Royal.
- Ensure a work environment that is conducive to The Royal's Harassment-Free Workplace policy.
- Other duties as assigned.

**Qualifications:**

- Completion of OSSD or equivalent.
- Office Administration or equivalent College certification and/or diploma OR relevant combination of education, training and experience (minimum experience two years full time secretarial or clerical experience in a medical environment).
- Maintain ROHCG mandatory training requirements
- Excellent time management skills with the ability to prioritize and meet firm deadlines
- Knowledge of medical terminology
- Knowledge of de-escalation techniques
- High level of initiative and judgement.
- Proficiency in latest versions of standard office software applications including Windows, Microsoft Word, Excel, Outlook, Meditech or other patient registration/booking system, Internet Explorer.
- Typing skills - 45 net words per minute minimum
- Excellent organizational, time management and problem-solving skills.
- Excellent communication and customer relation skills.
- Must be able to multi-task and work with multiple interruptions.
- Ability to function as a member of a team and work cooperatively with other team members.
- English level A- is mandatory in oral expression/comprehension, reading comprehension and written expression. Bilingual (English/French) is considered an asset.

**Salary Range:** \$27.27 to \$29.62 hourly

**Date Required:** ASAP

- All applicants must provide a recent resume that clearly indicate that they meet the required qualifications.
- Please apply directly to this internal posting at: <http://careers.theroyal.ca/> on or before **August 24<sup>th</sup>, 2020**.
- Applicants will be advised of their status in this competition by referring to the Successful Candidate listing which is posted on OREO and the Human Resources Bulletin Board.