



JOB POSTING - HOSPICE AT GLENGARDA

Title: Administrative Assistant PT

Reports to: Hospice at Glengarda Site Lead

Number of vacancies: 1

Employment Type: Permanent

Employment Term: 0.75 FTE

Posting Date: June 15, 2022

Closing Date: June 25, 2022

Hours of Work: 9 a.m. – 3 p.m.

Rate of pay: competitive salary and benefits package

THE HOSPICE AT GLENGARDA IS GUIDED BY THE MISSION AND VALUES OF EMMANUEL HEALTH:

MISSION

Guided by the healing Ministry of Jesus Christ, Emmanuel Health provides acute, long-term and community care throughout Saskatchewan. In the tradition of Catholic social justice teaching and service, we respond to the unmet needs of the vulnerable and the communities we serve through compassionate innovative service and partnerships.

VALUES

Compassion – we build genuine relationships that honour human dignity with respect and tenderness, creating a safe environment for all.

Innovation – we boldly lead the way with courage, continuously improving and advancing creative solutions.

Commitment – we are dedicated to the service of others through the application of Catholic social teachings, accountable actions, meaningful collaboration, and responsible stewardship.

POSITION SUMMARY

Reporting to the Hospice at Glengarda Site Lead, the Hospice Administrative Assistant is a member of the Interdisciplinary team and is responsible for performing a variety of clerical, reception, and scheduling duties related to administrative and caregiving areas. Providing administrative support and clerical resources to patients, families, and staff. The Administrative Assistant supports a home-like environment for patients and families.



JOB QUALIFICATIONS

The successful applicant will have:

- Graduated from a recognized Business College
- Minimum two (2) years related office experience
- Familiarity with Hospice Palliative Care

SKILLS AND ABILITIES

Scheduling ability is an asset

Excellent organizational, administrative, and interpersonal skills

Proficient in using Windows, Word, Excel, and Outlook

Ability to multi-task in a fast-paced environment

Strong oral and written communication skills

Ability to work independently with minimal supervision

Ability to work collaboratively within the Hospice Interdisciplinary team

KEY RESPONSIBILITIES

Clerical Support

Day-to-day scheduling

Provides reception, assistance and hospitality to patients, families, staff, and guests

Assists with patient admission, completes all related paperwork, filing, faxing, and communication.

Provides tours of the Hospice to patients and families, responding to inquiries regarding admission to hospice

Maintains office equipment

Manages purchasing of clerical and clinical supplies

Maintains adequate office supplies throughout the hospice

Maintains electronic and manual files

Provides supervision and support to Administrative and Hospitality Volunteers

CLINICAL SUPPORT

Monthly maintenance and distribution of information including Record of Care; MDS sheets; Work Routines; Wound Care Records

Maintain patient files in Momentum

Maintain, distribute RN, LPN MDS schedule

Ordering of patient related supplies/inventory of general supply room and restocking

Maintaining Quality of Life schedule notifying/confirming schedule with Patients, Families, Physicians, and Care Providers

Chart thinning and maintenance of files

Restocking and maintaining forms in all patient care areas

Provides support to Clinical Team as needed

Administrative Support

Provides administrative support/records minutes for meetings

Provides support to Leadership and Care Team for IT related concerns

Other duties as assigned



ORGANIZATIONAL

Promotes the Vision, Mission, and Values of Emmanuel Health in Hospice at Glengarda, in all interactions with patients, families, other members of the Interdisciplinary team and the community Community

Represents Hospice at Glengarda in the community by maintaining and developing positive relationships with other agencies and community resources

EMPLOYEE RISK AND RESPONSIBILITY

All employees are responsible and accountable for compliance with workplace policies and procedures for risk identification, risk assessment and risk management.

Exposure to animals is anticipated.

Please submit resume and current references to:

Mark Willoughby, Human Resources Associate Samaritan Place & the Hospice at Glengarda – mwilloughby@samaritanplace.ca

Thank you for your interest in this position. Only those chosen for an interview will be contacted.