



The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.

VISITING AND OFFICE ASSISTANT

BARGAINING UNIT: Non Union

SALARY: \$22.26/hr

START DATE: ASAP

WORK STATUS: Full Time (Weekdays / Weekends)
Position ends August 27, 2020

POSTING DATE: June 26, 2020

CLOSING DATE: July 6, 2020

Nipigon Hospital is committed to delivering health care in a manner that is consistent with our Philosophy that *“patients, residents and their families are at the centre of everything we do.”* Applicants are required to demonstrate knowledge, understanding, and commitment to this philosophy of care.

The Visiting and Office Assistant provides patient/resident and family centred care in a manner that is consistent with the Hospital’s mission and reflects the core values of our Patient/Resident and Family Centred Care philosophy that *“patients, residents and their families are at the centre of everything we do.”*

The Visiting and Office Assistant participates in a culture of workplace safety and ensures appropriate patient/resident safety best practices are implemented, within the scope of their job, in the delivery of quality care to our patients and residents.

The Visiting and Office Assistant ensures all information concerning patients/residents, their families and hospital business is confidential and treated as privileged information. The affairs or illnesses of patients/residents and their families must never be discussed with anyone, including fellow employees, except in the course of duty.

GENERAL ACCOUNTABILITIES

- Working with residents and their families to accommodate visiting
- Provide relief for breaks to screeners
- Implement the Policy Professional software on the Hospital’s Learning Management System.
- Ensure compliance with safe work practices and procedures
- Ensure the confidentiality, privacy and security of resident/patient, staff, and corporate information
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITY

- Excellent customer service skills
- Comfortable with daily interactions with residents
- Excellent communication (written and verbal) and interpersonal skills
- Ability to effectively communicate with a variety of persons including patients, residents, family members, staff and physicians
- Intermediate computer skills with experience in using personal computers; including Microsoft Office and electronic mail
- Experience in data entry with an emphasis on speed and accuracy
- Excellent organizational skills
- Ability to read and understand verbal and written instructions and to sort and file information alphabetically and numerically

Nipigon Hospital strives to ensure the safety and security of its patients, residents, visitors, employees and assets financial and otherwise. As one tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a satisfactory Vulnerable Sector Check to ensure the absence of relevant criminal convictions.

SUBMIT APPLICATION TO:

Madison Boudreau, Nurse Manager
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road
Nipigon, ON P0T 2J0
Email – nursemanager@ndmh.ca

We thank all applicants; however only those selected for an interview will be contacted.

Nipigon District Memorial Hospital is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

