



Ward Clerk/Unit Secretary

GENERAL STATEMENT OF FUNCTIONS:

The Ward Clerk/Unit Secretary is responsible for the general clerical duties of activities and services performed in the in-patient units which includes; data entry, answering incoming calls, filing, photocopying, faxing, assisting clients, visitors, and departmental staff etc.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- Previous data entry and general office experience in a psychiatric healthcare environment preferred.
- Must be organized, detail oriented and the ability to handle confidential information.
- Possess good written, verbal communication and interpersonal skills, the ability to interface with clients, clinical and other associates while building strong relationships excellent communication and customer service skills essential.
- Must have the ability to problem solve, meet deadlines and follow through on work assignments in a fast-paced environment.
- The ability to work overtime and on special projects as needed.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Perform data entry of bed rosters, staff schedules, and dietary forms etc.
- Assist with patient admission.
- Communicate with the clinical staff to ensure all appropriate patient information is gathered.
- Review and type discharge instructions.
- May be required to assist in the scheduling of client appointments as needed.
- Review client charts for admissions, discharges, and transfers for completion and accuracy.
- Ensure lab and/or x-ray results, medical certificate, precaution stickers and other related documents are placed on the client charts as required.
- Work with Medical Records staff to ensure client charts are retrieved and returned as appropriate.
- Request and maintain unit supplies which include; stethoscope, tongue blades, sterile gloves, stationary, storeroom items, and central supply equipment etc.
- General clerical duties includes: data entry, answering incoming calls, filing, photocopying, and the assembly and distribution of reports/forms, maintain unit boards etc.
- Practice confidentiality in all client, employee, and management related matters.
- Assist in preserving Kedren's mission, goals, and objectives; and help management in establishing its internal service delivery goals and objectives that are consistent with the organization's public service mission statement.
- Participate in the fundraising activities of Kedren.