

 GEORGE DERBY CENTRE	Position: Unit Clerk		Reporting To: Director of Care
	Department: Direct Care	Approved By: Executive Director	Review/Revision Date: August 2022

JOB SUMMARY:

Under the direction of the Director of Care or delegate, performs clerical and reception duties for the unit(s) such as assembling and maintaining resident charts, transcribing Doctors' orders, data collection and record keeping.

JOB DUTIES:

1. Compiles the necessary documentation for the resident's chart and prepares charts for new admissions. Attaches documents such as laboratory and special examination reports to the charts after they have been seen by the Registered Nurse and Physician.
2. Maintains charts appropriately by filing and adding loose forms and reports as required.
3. Gathers and enters data on new admissions into the Point Click Care system. Updates information on deaths, transfers, and discharges.
4. Prepares resident's chart for new admissions.
5. Processes new resident orders and flag them for review by the Nurse.
6. Forwards completed referral requisition to appropriate department, i.e. social work, music therapy.
7. Arranges residents' medical appointments and transportation (if required) by phoning appropriate agency.
8. Orders general supplies for the unit(s) and residents as required. Obtains written approval before placing order.
9. Responds to or forwards inquiries to appropriate nursing staff.
10. General filing to maintain accurate health records (i.e., lab reports, new consults).
11. Reports hazards, unusual occurrences, accidents, and unsafe situations to immediate supervisor or designate.
12. Actively promotes a culture of resident safety by adhering to established safety policies, standards and procedures including emergency procedures.
13. Performs other related duties as assigned.

SAFETY RESPONSIBILITIES:

1. Demonstrates a commitment to communicating, improving and adhering to safety policies in the work environment.
2. Reports all incidents and near misses. Reports are to be made in writing.
3. Report all concerns related to resident behaviours; even if no incident/injury occurs. Reports are to be made in writing.
4. Follow safe work procedures and act safely in the workplace at all times.
5. Actively participate in all training provided to you for your safety.

QUALIFICATIONS:

Education, Training and Experience

- Grade 12, plus completion of a Unit Clerk program plus one years' recent related experience or an equivalent combination of education, training and experience.

Skills and Abilities

- Ability to type 50 wpm.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Ability to organize work.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.

Requirements:

- Valid clear criminal record check
- Negative TB test results conducted within the past 5 years

CONTACT:

To learn more about the role or apply, please email recruitment@georgederby.ca

ABOUT US:

George Derby Care Society is a 300-bed long-term care home in Burnaby, originally founded to serve veterans. Today, we provide compassionate, resident-centered care to seniors, including complex care, dementia support, and palliative services. We are affiliated with Fraser Health and are committed to excellence, respect, and community. Join a team where your work truly makes a difference.

George Derby Care Society values diversity and inclusion and strives to create a welcoming community where everyone belongs. We encourage applications from all qualified individuals, including Indigenous, people of colour, people of all genders, LGBTQ2+ individuals, and persons with disabilities.
