



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/13

Clinical Administration Clerk

Job ID	35-BD-CD-E9-6F-F6	
Web Address	https://careers.indigenous.link/viewjob?jobname=35-BD-CD-E9-6F-F6	
Company	Canuck Place Children's Hospice	
Location	Abbotsford, British Columbia	
Date Posted	From: 2024-03-21	To: 2024-04-28
Job	Type: Part-time	Category: Health Care
Job Salary	\$29.18/hr	
Languages	English	

Description

Clinical Administration Clerk

Location: Abbotsford, BC

Reporting to: Clinical Nursing Manager - Dave Lede House

Job status: Temporary Part-time 0.6 FTE (45 hours bi-weekly)

Start Date: July 5, 2024

End Date: July 17, 2025

Compensation: Alignment of HEABC HPS Wage Grid level 23 - \$29.18/hour

We want our staff to "thrive" not just survive, so Canuck Place is committed to living our values of care exceeding not just minimum wage but living wage in B.C. This means that regardless of role our entry level salary is a minimum of \$25.64 per hour equivalent to \$50,000 full-time annually.

ABOUT US

Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.

It is the expectation for all roles across the organization to know the organization's philosophy of pediatric palliative care and uphold a commitment to further ones knowledge. Our philosophy of pediatric palliative care is as follows: Pediatric palliative care improves quality of life, promotes comfort, and reduces suffering for children with life-threatening conditions (serious illness) and their families through a holistic approach addressing; physical, emotional, social and spiritual needs. It is collaborative person & family-centered care delivered using a team-based approach throughout the continuum of care across all ages and stages of illness, including bereavement. It values choice and honest and compassionate communication.

At Canuck Place we understand that uniqueness is powerful. We hold each other accountable for an inclusive environment where employees feel empowered to share their experiences and ideas and know that they belong. We believe diversity drives innovation and the best pediatric palliative care for children and their families therefore we welcome that every person brings an individual perspective and experience to advance our mission. We have more work to do to advance diversity and inclusion and we are building a culture where difference is valued. We have a commitment to inclusion across gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity and disability status, to ensure our team members are empowered to bring their full, authentic selves to work. All staff are encouraged to contribute their perspective and lived experience through our internal employee groups such as Care 4 the Caregiver, Culture, DEIB (Diversity, Equity, Inclusion & Belonging), Green Team, Truth and Reconciliation and Wellness Committees.

WHY SHOULD YOU CHOOSE TO WORK HERE

Canuck Place careers are full of connection, community, and care. We aim to nurture a supportive culture rooted in compassion, collaboration and support while providing expert care to children and families. Our team includes individuals with a special blend of sensitivity, compassion, and appreciation for life. Canuck Place is where no moment is

missed. A place where you can make a difference.

We offer competitive compensation and a benefits package focusing on wellness and self-care that includes:

- 20 days' vacation (pro-rated to your full-time equivalency) to start with ongoing annual anniversary increases up to an organizational maximum of 45 days
- Up to two paid mandatory wellness days a year
- Generous paid leave including compassionate and special leave when you need it
- Municipal Pension Plan (MPP)
- 100% employer paid benefits package from your first day which includes extended health and dental and \$1,500 annually for counselling
- Health and Wellness Spending account that provides up to \$1,000 annually to ensure you can focus on the benefits that are important to you and your family
- Flexible working options
- Free meals on-site at the hospices
- Continuous paid training and development opportunities so everyone has the opportunity to learn new skills and grow
- Ongoing parental support including top up for maternity and parental leave and paid leave for new grandparents

JOB SUMMARY

The Clinical Administration Clerk performs a variety of clerical/administrative functions including directing phone calls, managing supplies and equipment, maintaining patient records, supporting reception, assisting in scheduling, etc. for the clinical care team. In collaboration with the Clinical Nursing Manager, supports operational processes including scheduling and payroll. A high degree of professionalism, compassion and ability to act as a positive ambassador for the organization is crucial.

RESPONSIBILITIES

- Provides administrative support to the nursing team including directing phone calls, typing letters, preparing presentation and/or orientation materials, filing, faxing, etc.
- Maintains patient charts and records, including centralized database. Coordinates sharing of information between Vancouver Hospice and DLH Abbotsford by uploading documents, and sending and receiving charts by courier.
- Coordinates Telehealth and Video Conference needs for Care team as well as set up for education in collaboration with the Nurse Educator.
- Conducts hand hygiene audits and report according to CPCH IPAC (Infection Prevention and Control) policies.
- Monitors, orders and maintains clinical supplies.
- Prepares and faxes weekly orders for medical and pharmacy supplies and arranges to have these items picked up or delivered.
- Coordinates and maintains current processes for oxygen supplies and Medical waste.
- Maintenance of medication wardstock reconciliation and ordering of wardstock process.
- Picks up and/or takes medications, clinical supplies, laboratory specimens to/from the hospital as required.
- Maintains various binders, including Preventative Maintenance, Equipment Sign-Out, etc.
- Responsible for equipment maintenance in coordination with Bio-Medical Technician
- (Abbotsford Regional Hospital) and other contractors.
- Supporting clinical meetings by taking minutes, and distributing agenda and meeting minutes.
- Takes minutes for any cross-functional DLH team meetings.
- Supports the team in calling out (or using the appropriate messaging app) to meet additional or unexpected staffing needs.
- With Clinical Nursing Manager approval of the clinical nursing schedule, compiles timesheets and supports operational processes related to scheduling required for payroll purposes.
- Works closely with the Payroll Specialists to ensure that all payroll-related information for the DLH locations is sent to the Finance team for processing by the designated deadlines
- Pre-Admission Phone Calls; (this may be the IPAC calls for screening in the flu season).
- Assists Nursing Manager with preparing and scheduling orientation of new team members.
- Sending out and receiving and summarizing Family feedback forms.
- Acts as the point person to elevate I.T. issues and provides basic I.T. support as appropriate.
- Acts as the point person to report any phone system-related issues to the appropriate internal and external contacts for resolution.
- Contributes to the CPCH culture by understanding and supporting our Mission and Vision and actively demonstrating

our Values.

- In accordance with the strategic directions of CPCH, patient safety is a priority and a responsibility shared by everyone at CPCH, and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.
- Protects the health, wellness and safety of self and others by complying with applicable regulations and standards, safe work practices and procedures established by CPCH. Employees must report any health hazards and unsafe conditions to their supervisor for corrective action.
- Assumes other related responsibilities within the Hospice, as assigned.

EDUCATION AND EXPERIENCE

- High school diploma, supplemented with a minimum of two years related administrative experience.
- One year experience as a(n) MOA or Unit Clerk, or equivalent experience.
- A medical terminology course and/or medical office experience is preferred.
- Experience in a similar environment (e.g. health care, non-profit) is an asset.
- Demonstrated experience working with children and families is an asset.
- A clear driving record is required. Access to a vehicle is an asset.

QUALIFICATIONS

What you bring to the role:

- Demonstrated ability to work efficiently in a fast-paced, diverse and emotionally sensitive environment.
- Calm, pleasant demeanor, particularly in the face of distractions and stressful situations.
- Strong knowledge of office practices and procedures and business correspondence.
- Demonstrated ability to handle fluctuating priorities and timelines.
- Demonstrated ability to respond to multiple enquiries and requests for information in a timely manner.
- Ability to build and sustain effective working relationships and interact with individuals at all levels, including staff, volunteers, children and families, donors and stakeholders in a professional and respectful manner.
- Demonstrated ability to work independently, as well as a collaborative member of an interdisciplinary team.
- Effective verbal and written English communication skills.
- Physical ability to perform the duties of the position.
- Well versed in MS Office (Outlook, Word, Excel), good data entry and typing skills.
- High degree of proficiency in computer applications, including MS Office, and good data entry and typing skills.
- Adept at learning computer and phone applications, such as scheduling and payroll software.
- High level of accuracy, coupled with a keen eye for detail.
- Proven organizational skills.

You have:

- The administrative and organization skills to support operational excellence.
- Flexibility to work in a fast-paced environment with scheduled deadlines and open to opportunities to support project work based on organizationally directed priorities.
- Self-directed, with the ability to work independently and also collaboratively within a team High integrity; creativity; balance, good judgment and objectivity; high vision and conceptual capabilities; consultative, facilitate and collaborative; sense of humor.
- Excellent time management skills.
- Demonstrates flexibility that allows you to work with high energy, creative people.
- Able to thrive and effectively manage priorities in a changing, ambiguous environment.

Please note:

- Evidence of Health Canada approved vaccinations must be provided prior to your first day of work.
- Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside the Lower Mainland.

RECRUITMENT PROCESS

We understand that the recruitment process is not a one size fits all, our inclusion values and flexibility extend to your hiring experience. Canuck Place is committed to providing inclusive access and accommodations throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accessibility accommodation through the recruitment process, please let us know and we will work with you to meet your needs.

Canuck Place Children's Hospice hires on the basis of merit and is strongly committed to equality and diversity within its

community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations, genders and gender identities, members of the 2SLGBTQIA+ community.

How to Apply

Click "Apply Now"

Please submit your cover letter and your resume at <https://www.canuckplace.org/about-us/careers/> by April 21, 2024.

We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.