

## **Administrative Assistant - Nursing**

### **Become a part of our caring, professional team!**

Villa Cathay Care Home is committed to providing the highest quality, individualized and professional care to our seniors. By creating a safe, warm, and culturally focused Home, our elderly residents and their families find comfort, respect, and dignity. Our interdisciplinary team of professionals provide care with love and respect, honoring the dignity of seniors.

### **What you'll do**

Under general supervision, the Administrative Assistant - Nursing performs a variety of clerical duties related to the delivery of resident care. This includes duties such as assembling, preparing, filing, and maintaining medical record, coordinating resident appointments, arranging medical tests and retrieving results, communicating with internal and external partners regarding non-clinical matters, updating reference binders, visual aids, delivering and refilling supplies, receiving and directing visitors and telephone calls, and performing keyboarding and data entry responsibilities.

### **DUTIES AND RESPONSIBILITIES:**

1. Prepares and assembles medical record of new residents. Retrieves, receives, files and maintains medical records and ensures that medical records of each resident are properly labelled, placed, and stored. Follow-ups with reports or documents as needed.
2. Assembles and maintains patient charts, inputs patient data, and updates authorized information into relevant systems, charts or electronic health record systems. Attaches or uploads documents or images to charts such as laboratory and special examination reports and dismantles charts for Health Records upon patient discharge.
3. Sets up admission charts and relevant care appliances with resident identifications, such as pouch porters.
4. Updates documents and binders according to the care information provided by the nurses and floor team. Maintains the supplies and the organization of binders and clinical forms.
5. Orders and delivers care inventories to the floors. Tracks the level of usage. Replenishes and maintains the functional level of offices and cleaning supplies on the floors.
6. Prepares care conference notification, follows up with the schedule and relevant documentations that require updates.
7. Coordinates resident appointments, including the arrangement of transportation and liaising with families, relevant departments, and the interdisciplinary team to meet residents' needs.

8. Coordinates treatment schedule for resident Wellness Program, including dental, optometry, podiatry, acupuncture, message therapy. Follows up with consents, records attendance, and communicates follow-ups to the relevant health care team members.
9. Performs related clerical duties such as keyboarding, data entry, filing, compiling, preparing, and maintaining statistics. Produces reports, delivers, and picks up items, and takes meeting minutes as necessary.
10. Performs other related duties as assigned.

### **What you bring**

- Grade 12, medical terminology and graduation from a recognized Nursing Unit Clerk program plus one year's recent, related experience or an equivalent combination of education, training and experience.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to keyboard 50 w.p.m.
- Ability to organize work.
- Ability to operate related equipment.
- Ability to utilize a variety of computer software applications.
- Ability to work weekends and outside normal business hours may be required.
- Ability to speak Cantonese / Mandarin is an asset.

*Successful applicants may be required to complete a Criminal Records Review Check.*

*As per the current Public Health Orders, all employees working in long term care and seniors assisted living facilities are required to be fully vaccinated for COVID-19. Proof of vaccination status will be required.*

### **How to Apply**

To apply, or for any inquiries, please email us at: [hr@villacathay.ca](mailto:hr@villacathay.ca) and put "Administrative Assistant - Nursing" in the email subject line.