

## **Administrative Assistant – Nursing**

**(Part-Time 0.8FTE)**

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

Villa Cathay Care Home (VCCH) is a culturally focused non-profit senior care home in Vancouver's Strathcona neighborhood. Since 1978, we've provided high-quality care in a warm, community-focused environment. Guided by people-centered care principles, we strive to enhance the quality of life for our residents and their families.

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

Under the general supervision of nursing leaders, the Administrative Assistant – Nursing provides clerical and administrative support for resident care activities. This includes managing medical records, coordinating appointments, supporting interdisciplinary communication, maintaining reference materials, delivering supplies, and performing data entry and general office duties. The role plays a key part in ensuring smooth, organized, and efficient clinical operations.

### **Key Duties And Responsibilities**

- Assemble, prepare, file, and maintain resident medical records; label and store records accurately; follow up on missing documentation as needed
- Create and maintain patient charts; input and update resident data in physical and electronic systems; upload documents (e.g., lab reports, examination notes) and dismantle charts upon discharge
- Set up admission charts and prepare relevant care materials with proper resident identification
- Maintain care binders and update documents as directed by nurses and care teams; organize and restock clinical forms and reference materials
- Monitor, deliver, and replenish medical and office supplies for care units; track inventory levels and usage
- Coordinate care conference notifications, documentation updates, and scheduling
- Arrange resident appointments, including transportation and communication with families and departments to support resident needs

- Coordinate services for the Resident Wellness Program (e.g., dental, optometry, podiatry, massage therapy); obtain consents, record attendance, and provide follow-up updates to care teams
- Perform clerical tasks such as data entry, filing, report preparation, minute-taking, and document delivery
- All staff are expected to support a culture of safety and preparedness by following Villa Cathay Care Home's policies and procedures related to resident safety and quality of care
- Participating in required safety training, emergency preparedness activities, and scheduled drills as part of their role
- Performs other related duties as assigned.

### **What you bring**

#### **Education, Training and Experience**

- Grade 12 graduation
- Completion of a recognized Nursing Unit Clerk program
- Knowledge of medical terminology
- Minimum of one (1) year of recent related experience or an equivalent combination of education, training, and experience

#### **Knowledge, Skills, Abilities and Attributes**

- Strong verbal and written communication skills
- Excellent interpersonal skills with the ability to work effectively with residents, families, and interdisciplinary teams
- Demonstrated ability to organize, prioritize, and complete work independently and accurately
- Proficiency with computer systems and ability to use various software applications
- Typing speed of at least 50 words per minute
- Ability to operate standard office and medical clerical equipment
- Reliable and consistent attendance to support operational continuity
- Strong sense of teamwork, professionalism, and discretion when handling confidential information
- Reliable and consistent attendance to ensure continuity of care and support for clinical operations
- Physical ability to perform job duties
- Availability to work weekends and outside normal business hours when required

**Expected Salary:** \$20 - \$23/hour

**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.