



POSITION DESCRIPTION

POSITION TITLE: LONG TERM CARE PANEL CLERK

DEPARTMENT: LONG TERM CARE

CLASSIFICATION: CLERK III

UNION: MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO: DIRECTOR HEALTH SERVICES – LONG TERM CARE/PCH STANDARDS

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Long Term Care Panel Clerk, under the direction of the Director Health Services, Long Term Care/PCH Standards, is responsible for the data & clerical support for the Long Term Care program. The position of Long Term Care Panel Clerk is responsible for the compilation, organization and dissemination of statistical data pertaining to the Long Term Care & Supportive Housing panel application processes and a variety of other sources; and the processing and maintenance of paper and electronic files.

The position of Long Term Care Panel Clerk functions in a manner consistent with, and supports the Mission, Vision, and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Develops and maintains an effective information management system.
- Organizes data in a computerized environment within specified timeframes.
- Establishes and maintains a filing system of all hard data and reports.
- Enters statistical data into computer programs, reviews data for accuracy and completeness, and prepares tables and graphs.
- Creates new databases and spreadsheets as required.

- Prepares graphic reports as required.
- Summarizes qualitative data and organizes it in computer files in a format compatible with the production of reports, tables and graphs.
- Responsible for data entry.
- Performs related clerical duties such as record maintenance, filing and distribution of information across the program teams.
- Gathers, coordinates and reports statistics on behalf of the program including multiple statistical requirements for Manitoba Health.
- Responsible for all panel support activities –receives and processes applications and registers applicants with Manitoba Health; enters the individual into a data base and coordinates this information; maintains waiting lists for PCH placement according to policy and procedures, coordinates respite bed bookings, etc.
- Establishes and maintains a filing system of all hard data and reports related to the panel activities of the Long Term Care program & Supportive Housing program.
- Maintains the security and confidentiality of files.
- Attends related health facility committees as required. ex. Workplace Health & Safety, Accreditation, etc. Attendance and participation in strategic planning and team meetings.
- Orders supplies and equipment as requested.
- Assists with the preparation of additional reports requested by the Director.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Post-secondary education in a business program required.

REQUIRED KNOWLEDGE:

- Working knowledge of the following computer programs: word processing (Word), spreadsheets (Excel), presentations (Powerpoint), internet, intranet and email.

EXPERIENCE REQUIRED:

- Two (2) to three (3) years of related experience required.
- Experience working with health care information in a computerized environment.
- Experience handling large databases.
- Experience preparing formal reports.

SKILLS/COMPETENCIES:

- Demonstrated analytical abilities.
 - Excellent organizational and interpersonal skills with a demonstrated ability to communicate effectively, both verbally and in writing, with staff, outside agencies and the public.
 - Ability to work independently with minimal supervision.
 - Willingness to adhere to principles of confidentiality.
 - Ability to maintain positive working relationships in a multi-disciplinary, team based work environment.
 - Ability to travel within the region as required.
 - Valid Manitoba Class 5 driver's license.
 - Ability to work flexible hours when required.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facilities' Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
July 2023
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Regional Lead/ CEO _____
Date

Reviewed by: _____
Regional Lead, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.