



POSITION DESCRIPTION

POSITION TITLE:	LONG TERM CARE PANEL CLERK
DEPARTMENT:	LONG TERM CARE
CLASSIFICATION:	ADMINISTRATIVE SECRETARY 2 (AY2)
UNION:	MGEU – COMMUNITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	DIRECTOR HEALTH SERVICES – LONG TERM CARE/PCH STANDARDS
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Director Health Services – Long Term Care/PCH Standards, the Long Term Care Panel Clerk is responsible for providing administrative/clerical support for the Long Term Care program. The position of Long Term Care Panel Clerk is also 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 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.
- Establishes and maintains a filing system of all records and databases related to the panel activities of Long Term Care and Supportive Housing programs.
- Enters statistical data into computer programs, reviews data for accuracy and completeness, and maintains statistical summaries.
- Creates new databases and spreadsheets as required.
- Orders supplies and equipment as requested.
- Assists with the preparation of additional reports as requested by the Director.

- Responsible for data entry, Microsoft Office applications.
- Maintains the security and confidentiality of files.
- 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.
- Ensures all appropriate documentation such as ordering, receiving and distributing supplies are completed in accordance with established regional and/or local policies and procedures; ensures invoices are coded to program standards.
- Acts as Panel support –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
- Attends related health facility committees as required. Ex. Workplace Health & Safety, Accreditation, etc. Attendance and participation in strategic planning and team meetings.
- 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:

- Completion of Grade 12 or equivalent.

REQUIRED KNOWLEDGE:

- Proficiency in computer applications, in particular Microsoft Office and Excel.
- Data Entry (accuracy of reporting is of prime importance).

EXPERIENCE REQUIRED:

- Two to three years of related experience is required.
- Experience working with health care information in a computerized environment.
- Experience working with databases is required.

SKILLS/COMPETENCIES:

- Ability to operate standard dictating and office equipment.
- Excellent oral and written communication skills.
- Demonstrated organizational skills.
- Ability to maintain positive working relationships in a team based environment.
- Demonstrated ability to display professional conduct at all times when dealing

with fellow staff members, public, board members, etc.

- Ability to prioritize and meet deadlines.
 - Demonstrated attentiveness to detail to ensure high level of accuracy.
 - Ability to maintain confidentiality with access to sensitive information.
 - 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.
 - May 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 facility's 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. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: March, 2021
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, 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 job 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.