



## ONGWANADA VACANCY

Ongwanada is committed to improving the quality of life for hundreds of people with developmental disabilities and their families in Kingston and eastern Ontario and is seeking an experienced and highly motivated individual to fill the following position:

### PERMANENT PART TIME CLERK – TYPIST (PLANNING AND SOCIAL SERVICES)

<b>File No:</b>	<b>OP-21-277</b>
<b>Date Posted:</b>	<b>October 20, 2021</b>
<b>Closing Date:</b>	<b>Until filled</b>
<b>Location:</b>	<b>Ongwanada Resource Centre</b>
<b>Dates of Vacancy:</b>	<b>November 29, 2021</b>
<b>Hours of Work:</b>	<b>29 hours per Pay Minimum Guarantee</b>
<b>Wage:</b>	<b><u>Hourly</u>: \$25.11 - \$26.81</b>

#### **POSITION:**

To provide administrative and clerical services for the Community & Social Service Department.

#### **DUTIES:**

- Typing/coordinating all documentation, and processing of referrals for the single intake process;
- Performing other duties as assigned, related to Intake;
- Transcribing from dicta phone and/or handwritten notes;
- Performing receptionist duties;
- Performing duties related to the Support Plan process;
- Preparing agendas, minutes of meetings and reports;
- Coordinating and notifying others of meetings and typing follow-up minutes;
- Assisting with typing Accreditation processes;
- Ordering supplies and completing purchase orders and receiving shipments;
- Acting as relief for Clerk Typist within the Community & Social Services Department;

*For the complete position description please contact Human Resources through [careers@ongwanada.com](mailto:careers@ongwanada.com)*

#### **QUALIFICATIONS, SKILLS & KNOWLEDGE REQUIRED:**

- Successful completion of a Medical Terminology Course;
- Excellent interpersonal skills are required to deal with people effectively and tactfully on a day to day basis;
- Excellent written skills are required to compose/transcribe letters and reports for staff;
- Excellent organizational skills and knowledge of filing systems are required to maintain efficiency within the department;
- Clerical experience in setting own priorities, detail oriented and ability to accurately produce a high volume output within required deadlines;
- Experience working in a clerical setting in an agency for individuals with a developmental disability would be an asset.

Please submit a **Cover Letter and Resume** quoting file number by the noted closing date to:

Human Resources Generalist- Human Resources  
Ongwanada  
191 Portsmouth Avenue  
Kingston, ON K7M 8A6  
Fax (613) 548-8135 Email: [careers@ongwanada.com](mailto:careers@ongwanada.com)

**Please note consideration will be given to internal bargaining unit members before proceeding with external applicants.**