

 **Apply Here**

We select dedicated people just like you to care for our clients, those who offer compassion, knowledge and commitment to the treatment, progress, outcomes and lives of our clients. We are motivated to employ individuals who are passionate about what they do and, are naturally driven to uphold our client-centered approach, contribute to best-practice solutions and a desire to take their careers to the next level within Carewest.

We are one of Canada's largest public healthcare providers of complex continuing care, rehabilitation and recovery services, and a wide variety of community programs for seniors and adults under the age of 65. With 13 locations across Calgary and a team of over 2,600 employees, we offer a diverse, interdisciplinary and expert community of health care professionals. Our innovative practices allow for optimal opportunities to learn, grow and excel with us.

Carewest has been recognized as one of **Alberta's Top Employers** acknowledging our commitment to promoting a strong work/life balance, providing competitive salaries & benefits, and the promotion of teamwork in a collaborative healthcare environment. If you share our vision and are dedicated to joining our growing team, please review our open positions and apply today!

Unit Clerk

We are looking for Casual Unit Clerks for various Carewest locations. Reporting to the Client Service Manager, this Casual position provides support to the clinical nursing team for MDS assessment scheduling, faxing medication orders and other related medical information, actioning laboratory, radiology and dietary requisitions. Key responsibilities include client chart management, administrative support for client admissions, transfers and discharges, coordination and scheduling of client appointments and transportation and scheduling a wide variety of tests and procedures related to client care (e.g. retrieval of test results). This position supports the Client Service Manager and nursing staff with administrative functions such as developing, formatting and editing materials for review such as correspondence, reports, memos, minutes, forms, etc., ordering, receiving and maintaining office and medical supplies. As the prime point of contact for clients, physicians and visitors to the Site, this position exemplifies customer service. Responsible for other related duties as required.

Qualifications:

- Unit Clerk Certificate and/or Medical Office Assistant Certificate required
- Unit Clerk and/or Medical Office experience is an asset
- 2-3 years acute or long term care experience required
- Intermediate computer skills required (MS Word, Excel, PowerPoint and Outlook)
- This position requires high attention to detail, accuracy and ability to work with minimal supervision
- Excellent customer service, communication and organization skills required