

NURSING UNIT CLERK

ABOUT US

York Care Centre is a leading organization in Atlantic Canada providing long-term care, research, and lifestyle living options on a single campus. Constantly reinventing ourselves, we work closely as a team to seek out and implement innovations that lead to making York Care Centre an excellent place to live, visit, and work.

ABOUT THE ROLE

The Nursing Unit Clerk is part of the interdisciplinary care services team whose role is to provide administrative support to the Care Services Department. Organization, time management, and effective communication are important skills to succeed in the role as you will be interacting daily with residents, resident family members, team members, Physicians, and other departmental members to ensure resident needs are met.

ABOUT YOU

You have a positive attitude and are committed to making a difference in the lives of our residents each and every day. You will have obtained your Medical Office Administration Diploma from a recognized college. As the ideal candidate, you are enthusiastic to work in a team setting, and providing administrative support to the Care Services Team. You consider yourself a good communicator, organized, a multi-tasker, professional, and pays attention to detail.

WHY CHOOSE US?

Our employees have access to competitive wages, a free onsite fitness centre, free parking, ongoing wellness initiatives, leadership programs, a scholarship program, and a 'get inspired' committee (staff recognition).

Interested in joining the Care Services team? Please forward your resume in confidence to:

Human Resources
York Care Centre
100 Sunset Drive
Fredericton, NB E3A 1A3
humanresources@yorkcarecentre.ca

Please include 'Clerk' in the subject line of your email.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

For further information on York Care Centre, please visit our website: www.yorkcarecentre.ca