



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
HJ McFARLAND MEMORIAL HOME
SECRETARY/RECEPTIONIST (TEMPORARY)**

The H.J. McFarland Home is a non-profit long term care facility located on the outskirts of Picton, Ontario in beautiful Prince Edward County. Our philosophy of care is one that recognizes the individuality of each resident and where all staff, family members and community partners are valued and respected for their contributions to resident care.

Our Human Resources Department is currently accepting applications for the full-time position of **Secretary/Receptionist at HJ McFarland Memorial Home for the duration of approximately 3 months**. Reporting to the Administrator, this position will perform reception and clerical functions relative to the operations of the Long Term Care facility.

The ideal candidate will possess the following qualifications:

- Grade 12 diploma, with Post-Secondary degree or diploma in Office/Business Administration or related discipline preferred
- 1-2 years related work experience preferably in a Long Term Care environment
- Ability to work effectively in a multidisciplinary team based environment
- Excellent customer service, communication and interpersonal skills
- Proven ability to exercise tact, confidentiality and diplomacy in all matters
- Proficiency in Microsoft Office applications and other related database applications
- Proof of a satisfactory Vulnerable Sector Screening Check

The current rate of pay for this position is \$22.08 to \$23.15 per hour, as per Band 5 of CUPE Local 2275's Collective Agreement. Please submit your cover letter and resume prior to **4:00 pm on December 19, 2017** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.