

Supportive Housing In Peel

Internal / External Job Posting

Supportive Housing In Peel (SHIP) is a mental health agency providing housing and services for people with mental illness. We are seeking an energetic, enthusiastic individual to fill the following non bargaining unit position:

Records Management Clerk (Non-Bargaining Unit Position)

The Records Management Clerk will be involved with the administration and enforcement of SHIP's records management program for paper based records. Other responsibilities include assistance with quality assurance audits, release of information requests and procurement. The Records Management Clerk will report directly to the Quality Assurance Manager.

Responsibilities:

- Administers an effective organization-wide paper records management system in accordance with established policies, standards, best practices, and legislative requirements.
- Maintains the records retention center to ensure safe storage, record confidentiality and appropriate record disposition.
- Files: Creates sorts and files documents; locates, removes and records files/documents.
- Annually conducts an inventory of the records center, review of the records retention schedule and annual purge program.
- Receives and processes requests for health information in accordance with SHIP's release of information policies and procedures and any applicable legal regulations.
- Develops and implements resources for the orientation and training of staff to support the records management throughout the organization.
- Assists with implementing, managing, and testing the records management component of the business continuity plan to protect the organization's vital records and information assets.
- Prepares statistics.
- Assists with the development and execution of agency-wide quality assurance audits.
- Assists with the administration, organization and monitoring of all client services and operational forms.
- Provides assistance with procurement activities.

Qualifications:

- Diploma in Records Management or related field is preferred.
- A minimum of three years administrative/records management experience is required.
- Experience in monitoring and assessing compliance in the area of records retention preferred.
- Excellent verbal and written communication skills.
- Proficient computer skills (Microsoft Excel, Word, Outlook).
- Analytical capabilities with ability to quickly implement actions to maximize results.
- Effective time-management skills with ability to meet deadlines, and achieve targets in a team environment.

- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to respond appropriately in pressure situations with a calm and steady demeanor.
- Highly organized and service oriented.

This is a full time non bargaining unit position working 37.5 hours per week. SHIP is an equal opportunity employer. Deadline for applications is 4:30 p.m. on Monday, January 30, 2012. We offer an excellent benefit package and work environment. We thank all applicants who apply; however only those candidates selected for an interview will be contacted. When applying please quote job number SHIP204.

Contact Information:

Supportive Housing In Peel
Human Resources
969 Derry Road E., Unit 107
Mississauga, Ontario L5T 2J7
Fax: (905)-795-1129
Email: hr@shipshey.ca

www.shipshey.ca