



Valley Manor Inc.  
currently has an opening for  
a Part Time Unit Clerk

- Under the direction of the Director of Care, Nursing Care Co-ordinator and Registered Nurse, the unit clerk is responsible for the accurate and timely implementation of work schedules
- Provides clerical support to the Nursing Department
- Experience in a Long Term Care setting is an asset
- Good communication skills, written and verbal/computer
- Strong organizational and prioritizing skills and ability to multi-task in a fast-paced, high stress environment.
- Post Secondary Unit/Ward Clerk certificate and/or willingness to undertake a related course of study

Join our Dynamic & Progressive Team  
by applying in writing to:

Human Resources  
[stacey@valleymanor.org](mailto:stacey@valleymanor.org)

Thank you for your interest, however, only applicants considered for an interview will be contacted.