

Job Posting – Unit Clerk

MBQ Long Term Care is a 160-bed long-term care home in Deseronto, Ontario dedicated to enriching the lives of our residents in partnership with UniversalCare Canada Inc., our family members, valued employees, and community partners.

Our team is currently hiring for a new vacancy, a permanent full-time **Unit Clerk**.

What's In it For You?

- Competitive salary and vacation package
- Comprehensive extended health and dental program
- RRSP with employer match
- Continuous learning & growth opportunities
- A welcoming culture that supports diversity, equity, and inclusion

Key Duties & Responsibilities:

- Performs all assigned tasks associated with the day-to-day operation of the nursing department.
- Ensures effective and efficient procurement and supply control within the nursing department.
- Assists with booking multi-disciplinary care conferences and other nursing departmental meetings.
- Participates in the admission and discharge process for residents.
- Assists with the assignment of shifts daily and schedules replacement staff as required.
- Assists with the preparation of payroll for the nursing department and maintenance of payroll records.
- Ensures compliance with all organizational standards, the collective agreement, as applicable and all relevant regulations, and/or legislative requirements and strategic initiatives.
- Performs other duties as assigned.

Qualifications:

- A post-secondary diploma in office/business administration or individuals with a secondary school diploma.
- One year experience in the field of office administration, inclusive of scheduling employees, preferably in the long-term care sector would be considered an asset.
- Sound knowledge of collective agreements and the ability to interpret and apply scheduling language.
- Excellent oral and written communication skills and strong relationship building abilities.
- Ability to multi-task with a detailed oriented focus.
- Proficiency with computerized documentation systems.
- Satisfactory vulnerable sector check and TB test.

If you are passionate about making a difference in the lives of our residents then we would love to speak to you about this opportunity. Please indicate the position you are interested in and forward your resume to mbqcareers@mbqltc.ca by September 30, 2026.

MBQ Long Term Care is committed to the principles of employment equity, diversity, and inclusion. In accordance with provincial regulations, upon request, support will be provided for accommodations throughout the recruitment, selection, and assessment process. We encourage Indigenous applicants to self-identify.