



External Job Posting

Position Title:	Data Entry Clerk	Pay Grade:	\$20.05/per hour
Position Type:	TEMPORARY Full time *(Minimum 40 hours week) until August 18, 2023	Hours of Work:	Monday-Friday
Reports To:	Supervisor	Date Posted:	January 12, 2023
Union:	Public Services Alliance of Canada	Closing Date:	January 26, 2023
Competition Number:	2023-PSA-09	Number of Positions:	One (1)

Position Overview

The Data Entry Clerk is responsible to prepare, sort and confirm eligibility of clients from data received from the Zone Hospitals and Nursing Stations. The data entry analyst will review, and process documents for data entry purposes with accuracy and completeness and enter information into the database.

Qualifications

- 1 -3 years office experience.
- Preference will be given to applicants with post-secondary education in office administration.
- Proficiency in Microsoft office products (Excel, Word).
- Ability to work quickly with precision and under pressure.
- Ability to manage multiple tasks at one time.
- Aptitude for numbers, accuracy, and analysis.
- Fluency either in Ojibway, Oji-Cree or Cree would be an asset.
- An understanding and appreciation of Indigenous culture.

Duties and Responsibilities

1. Verify information received from hospitals and nursing stations to determine eligibility of clients and escorts.
2. Demonstrate a high degree of responsibility, integrity, attention to detail, and a sense of urgency.
3. Timely data entry, meeting deadlines, cross reference information, follow up on missing documents and ensuring extension approvals.
4. Identify and correct data entry errors using appropriate quality control methods.
5. Prepare monthly reports and ensure reports are completed by the 15th of the following month.



6. Ensure back up information is provided to the Director of Finance and Administration in order to process monthly invoices for Medical Services Branch, Indian Residential School, Jordan's Principle and any other purchase order.
7. Ensure weekly medical appointments are appropriately recorded on the referral forms, schedule board and provided to the workers.
8. Verify and process Jordans Principles' clients.
9. Submit documentations for approval to confirm return travel arrangement for clients.
10. Create, label, file and maintain organized documentations.
11. Attends meetings as required and work collaboratively with other departments (Intake and Discharge)
12. Contributes to team effort by accomplishing related results as needed; complete special projects and other related duties deemed essential by the Director of Finance and Administration or designate.

Application Process:

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (**2023-PSA-09**), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay
678 City Road, Fort William First Nation, ON P7J 1K3
Fax: (807) 626-9365

Email: HR@weqlodge.org

Preference will be given to qualified Indigenous applicants

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact kwright@weqlodge.org.

Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions.

Evidence of full vaccination will be required prior to the start of employment in accordance with our Covid-19 Vaccination Policy.

Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.