



Lanark County Mental Health

Listening To Understand

Lanark County Mental Health Internal job posting

CUPE 2021-66

Date Posted:	July 5, 2021
Position:	Data Processing Clerk
Reports to:	Executive Director / Executive Assistant
Job Status:	Full-time Permanent
Location:	Smiths Falls and/or Carleton Place
Closing Date:	July 12, 2021

About Lanark County Mental Health (LCMH)

LCMH, sponsored by the Perth and Smiths Falls District Hospital, serves as the lead community-based mental health agency responding to Lanark County adults and transitional aged youth.

JOB SUMMARY:

This role will appeal to a passionate and motivated individual who values the community and who is eager to support a growing organization and an energetic team. The position will provide a comprehensive range of clerical, secretarial and receptionist services with a focus on database administration and data processing.

DUTIES AND RESPONSIBILITIES:

- Coordinate client data and MIS/CDS data processing.
- Ensure reporting requirements are achieved for client and MIS/CDS data.
- Monitor and address data collection and processing activities with staff.
- Provide client database training and support for staff regarding input of data and file management.
- Maintain appropriate procedures related to all Program data.
- Provide input re: administrative policies and procedures.
- Provide related duties as assigned including satellite office secretarial support, vacation and leave of absence coverage for support staff positions.

REQUIREMENTS:

- Demonstrated proficiency and experience administrating and processing data using a recognized client record management software program.
- Familiarity with various programs including but not limited to Microsoft Office 365, CRMS, etc.
- Exceptional communication skills
- Have an engaging personality and interpersonal aptitude
- Thrives in a team environment
- High attention to detail



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- High level of dependability
- Be driven by passion to make a change in a non-profit environment
- Ability to work with minimum supervision, frequent interruptions and comfortable managing a diverse workload
- Maintain confidentiality of clinical information.

QUALIFICATIONS:

- A recognized secretarial diploma or equivalent.
- Extensive knowledge of computer programs and their applications with a strong understanding of database functions.
- Extensive experience with a client record management database such as CRMS and merged data fields including MIS.
- Experience in consulting with staff regarding IT applications.
- Typing Speed 70 wpm with 95% accuracy.

PREVIOUS EXPERIENCE REQUIREMENTS:

Minimum 3 years secretarial experience with a data processing focus.

Shifts: Days/ afternoons

Salary: \$22.978- \$23.596 - \$24.216- \$24.833 - \$25.452

Closing date: July 12, 2021

Applicants are to apply via email to the attention of Paula Kerr, quoting the job posting number in the subject line of the email to pkerr@lanarkmentalhealth.com before 4:00 pm on the closing date.

LCMH supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants can make accommodation requests for the interview or selection process by contacting the Executive Director who, together with the hiring committee, will arrange reasonable and appropriate accommodation for the selection process which will enable the applicant to be assessed in a fair and equitable manner.