Exciting Health Care Opportunities

Admitting Clerk
Part Time

Qualifications:
Completed Grade 12 or GED equivalent
Business or Secretary College Program or equivalent – minimum one year preferred
Completion of Medical Terminology course preferred
Previous related experience an asset
Proficient keyboarding and word processing skills
Working knowledge of database and MS Office
Must be self-motivated as well as possess excellent communications, switchboard reception, organizational and interpersonal skills
Ability to deal effectively with the public

Job Requirements:
Provide switchboard and public reception services to patients, visitors and staff.
Registration of patients and gathering of accurate appropriate information.
Maintain patient activity registers as required by legislation and hospital requirements.
Demonstrate proper regard for confidential / privacy issues
Receive, record and operate petty cash fund.
Perform clerical, typing and other duties as assigned.
Flexibility in performing job duties.
Shifts may include evening, night, and weekends.
Must be available to work all assigned shifts.

Salary: $20.34 - $22.00 per hour; benefits in accordance with the CUPE Collective Agreement

Closing Date: when filled

Submit application to: Human Resources: Recruitment
Email: careers@slmhc.on.ca
Fax: (807)737-6263

Competition No. ADMT 02/17
Please quote on your application

SIOUX LOOKOUT
Meno Ya Win
HEALTH CENTRE

Visit our website: www.slmhc.on.ca for more information.
Only those candidates selected for an interview will be contacted, we thank all others for their interest. An acceptable criminal reference check and immunization records will be required from the successful candidate. Upon request, accommodations due to a disability are available throughout the selection process. SLMHC is an equal opportunity employer and a scent-free facility.