

## Exciting Health Care Opportunities

### Clerk Typist II – CCDC

#### Full Time

**Department:** CCDC (Centre of Complex Diabetes Care)

**Reports To:** Manager: Rehabilitation & Chronic Disease Programs

#### Job Summary:

The Sioux Lookout Meno Ya Win Health Centre is seeking a CCDC Clerk. The CCDC Clerk provides general reception and office duties to support the work of the Centre for Complex Diabetes Care (CCDC) and Sioux Lookout Diabetes Program (SLDP). The Clerk ensures that the expected outcomes outlined under “responsibilities” are achieved, through the use of excellent communication, professional ethics and behaviors and the demonstration of proper regard for confidential/privacy issues at all times. The Clerk will work collaboratively with all members of the interdisciplinary health care team at Sioux Lookout Meno Ya Win Health Centre (SLMHC) to support and enhance the services of the rehabilitation department and ensure the provision of safe, wholistic, patient centered care to our clients.

#### Qualifications:

- Minimum Grade 12 and/or GED, Office Assistant Certification or equivalent
- Minimum 2 years prior related clerical experience in an office setting required.
- Computer literate with advanced knowledge of software such as: Meditech, Word & Excel required
- Knowledge of medical terminology and procedures.
- Excellent interpersonal and organizational skills.
- Ability to work individually or as part of a team.
- Demonstrates ability to communicate effectively, both orally and in writing, with clients and their families, colleagues, physicians, and other health care staff.

#### Job Duties:

- Demonstrates and ensures excellent customer service at all times.
- Act as receptionist for visitors, patients, and all medical staff.
- Operate office equipment (fax, copier, printer, computer and telephone).
- Receive and assist with incoming calls, taking and distributing messages, processing reports.
- Clerical duties, including but not limited to compiling and submission of statistical data, month end reports and departmental indicators.
- Direct all incoming referrals appropriately, and keep all wait lists updated and accurate.
- Book appointments from town and northern patients as required by therapists.
- Maintain appointment schedules.
- Liaise with NIHB and northern nursing station staff for client travel and healthcare services.
- Process discharged patient files and related duties.
- Supports the scheduling of Stroke Prevention nurse, and clerical duties for Rehabilitation Department as needed.
- Other duties as outlined in job description and as assigned

**Salary:** \$22.46 - \$24.23 per hour  
Benefits in accordance with CUPE Collective Agreement

**Closing Date:** When filled.

**Submit Application To:** Human Resources Recruitment  
Box 909, Sioux Lookout, On P8T 1B4  
(807) 737-3030, Email: [careers@slmhc.on.ca](mailto:careers@slmhc.on.ca), Fax: (807) 737-6263

**Competition No.** CCDC 01/19  
Please quote on your application.

Visit our website: [www.slmhc.on.ca](http://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.

