

## Clerk Typist II

Full Time

Monday-Friday

Department: Mental Health & Addictions

Reports To: MHAP Manager

### Job Summary:

The Sioux Lookout Meno Ya Win Health Centre is seeking an enthusiastic and energetic individual to handle a fast paced office environment maintaining high professional standards and confidentiality. This role demands multitasking capabilities such as greeting clients, booking appointments, data entry and working within a multidisciplinary team.

### Qualifications:

- Grade 12 diploma, or GED, required
- Minimum two years prior related clerical experience required or equivalent combination of education and/or experience
- Minimum of 40+ wpm an asset
- Excellent interpersonal, communication and organizational skills
- Ability to work in a fast paced team environment and independently
- Must be physically able to perform all assigned tasks
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### Job Duties:

- Receptionist duties, ability to work in a fast paced, changing work environment
- Ability to carry out multiple functions
- Scheduling appointments, faxing, scanning documents, photocopying, data entry, electronic charting.
- Brief client intakes, referral processing, NIHB travel arrangements
- Must be able to work Monday-Friday 8-4pm
- Other duties as assigned

**Salary:** \$22.46 - \$23.64; In accordance with CUPE Collective Agreement

**Closing Date:** *Until 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.** **MHAP 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.*



SIoux LOOKOUT  
**Meno Ya Win**  
HEALTH CENTRE

**Posted: April 22, 2019**