

**Exciting
Health Care
Opportunities**

**Ward Clerk (# NF 65/18)
Full Time Term- 6 Months**

Qualifications:

Minimum Grade 12 or GED required
Basic computer and office skills/knowledge required
Medical terminology and/or previous experience an asset
Ability to comprehend written and spoken direction and act on such in a logical and timely manner
Ability to deal effectively with the public
Must have excellent interpersonal communication and organizational skills
Must be reliable and conscientious

Job Duties:

Acts as a resource to clinical leads
Answer telephone, act as receptionist for unit
Maintain confidentiality
Prepare charts, input data to Meditech, file reports
Photocopying, and faxing as required
Handling and delivery of mail as required
Rotations assigned are twelve (12) hour
Other duties as assigned

Salary and Benefits: \$20.91 – \$22.62. In accordance with CUPE Collective Agreement;

Closing Date: When filled.

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

Competition No: Competition # NF 65/18
Please quote on your application

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.



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Meno Ya Win

HEALTH CENTRE