

**Exciting
Health Care
Opportunities**

**Clerk Typist II – REHAB (REHAB 09/18)
Full Time**

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 associated with Rehab Services
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 Requirements:

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 therapist appointment schedules and patient charts.
Book and oversee Specialty Clinics.
Liase with NIHB and northern nursing station staff for client travel and healthcare services.
Maintain and order office and treatment room supplies and equipment.
Process discharged patient files and related duties.
Supports activities related to the work of the Cardiopulmonary Program.
Other duties as outlined in job description and as assigned

Salary and Benefits: \$22.46 - \$24.23, with benefits in accordance with the CUPE Collective

Closing Date: When filled.

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

Competition No: Competition REHAB 09/18
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

