



Embracing the health and hearts of the community

CLAC SERVICE - JOB POSTING 2024 04 09

Permanent Part-time Unit Clerk, Inpatient Unit

Commencing immediately

Duties:

The Inpatient Unit Clerk is the Unit Receptionist. They greet all persons requiring information and refers them as required; acting as the telephone receptionist for the Unit, carrying out all general clerical duties for the unit involving maintenance of patient records and transcription of physicians' orders. Performing some portering duties, and acting as contact person for Porter II program.

Hours of Work:

The position will be scheduled up to four weekends in a nine week rotation. Additional hours may become available to cover vacation and other leaves.

Qualifications:

- Minimum grade 12 or equivalent.
- Minimum one year previous clerical experience in a health care environment is required.
- Medical office administration course preferred.
- Excellent computer skills required.
- Knowledge of Meditech an asset.
- Medical Terminology required.
- Experience in transcribing doctor's orders preferred.
- High level communication and interpersonal skills.
- Ability to work independently as well as a member of a team.
- Extensive knowledge and understanding of the workings of a hospital, its departments and the health care field in general.
- Ability to adapt to change in workload and environment.
- Ability to handle multiple tasks simultaneously in a fast-paced environment.
- Demonstrates a commitment to a healthy and safe workplace for self and others (staff, patients, families and others) by taking all reasonable precautions and working in compliance with hospital related policies, health and safety legislation and best practices and completing mandatory education as required.
- Demonstrated satisfactory work performance and attendance history.
- Commitment to the Mission, Vision and Values of Haldimand War Memorial Hospital.

Instructions to Applicants: Successful candidates will be required to submit proof of full COVID-19 vaccination from the Ontario Ministry of Health website or other authorized source directly to Human Resources. If an exemption is required based on medical or on a ground pursuant to the Ontario Human Rights Code, please speak with Human Resources for further information.

Haldimand War Memorial Hospital & Edgewater Gardens welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please forward your resume and letter of application to Caroline Mitchell, Director and Human Resources at hr@hwmh.ca by 1500 hours April 16, 2024.