



Embracing the health and hearts of the community

CLAC SERVICE JOB POSTING – CS2026-06-10
Permanent Part-time Unit Clerk, Inpatient Unit
Position to commence immediately

Position Summary:

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.

Vacancy Status:

The posting is for one (1) current permanent part-time vacancy.

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.

Hourly Wage:

\$29.12

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.

At Haldimand War Memorial Hospital, we are an equal opportunity employer committed to fostering a welcoming and inclusive workplace that values equity, diversity and belonging. As a community-centered rural hospital, we welcome and encourage applications from people of all backgrounds, identities and lived experiences. We are committed to providing a barrier-free, inclusive and accessible work environment in compliance with the Accessibility for Ontarians with Disabilities Act. If you require accommodation during any stage of the hiring process, please contact Human Resources at hr@hwmh.ca.

We will work with you to meet your needs.

Instructions to Applicants:

Please forward your resume and letter of application to Human Resources (hr@hwmh.ca) by June 17, 2026 at 1500 hours.