



The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.

WARD CLERK/Permanent Part Time

Bargaining Unit: UNIFOR

Salary: Per Collective Agreement

Start Date: ASAP

Work Status: Casual

Posting Date: June 4, 2025

Closing Date: Open until filled

Nipigon District Memorial Hospital is committed to delivering health care in a manner that is consistent with our philosophy that *“patients, residents and their families are at the centre of everything we do”*. Applicants are required to demonstrate knowledge, understanding, and commitment to this philosophy of care.

The Ward Clerk is responsible for all clerical duties assigned in the provision of efficient and effective patient care and the functioning of Acute/ER. Duties include booking appointments, assembling patients; charts, transcribing doctors’ orders, ordering tests and arranging transfers.

The Ward Clerk provides timely and accurate information to physicians, nursing staff and patients, exhibiting sound judgment and initiative, while working in a fast paced, deadline driven environment.

Qualifications & Experience

- Secondary school graduation diploma or equivalent
- Medical Secretary Course and/or Medical Terminology or equivalent preferred
- Excellence in medical spelling and terminology
- Experience in providing administrative support and interacting with patients/residents, families and staff in a busy healthcare setting an asset

Responsibilities/Abilities

- Ability to communicate in a sensitive and nonjudgmental manner, effectively and tactfully, both in person and by telephone.
- Excellent customer service, verbal and written communication skills
- Ability to maintain composure while handling multiple tasks, frequent interruptions and stressful situations
- Exceptional organizational and problem-solving skills, with ability to set own priorities, use critical thinking, and work with minimal supervision
- Effective conflict resolution skills, including the ability to diplomatically respond to all inquiries
- Ability to work collaboratively as a significant member of the health care team
- Intermediate skills in Microsoft Office and email
- Demonstrated proficiency in data entry and the use of patient registration and scheduling systems
- Working knowledge of Occupational Health and Safety Act and its Regulations

Nipigon District Memorial Hospital strives to ensure the safety and security of its patients, residents, visitors, employees and assets financial and otherwise. As one tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon completion of a satisfactory Vulnerable Sector Check to ensure the absence of relevant criminal convictions.

Submit applications to:

C. Clearwater, HR Generalist by email: careers@ndmh.ca
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road, Nipigon, ON P0T 2J0