



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

BARGAINING UNIT: UNIFOR

SALARY: As per Collective Agreement

START DATE: April 13, 2020

WORK STATUS: Part Time

POSTING DATE: March 27, 2020

CLOSING DATE: April 9, 2020

Nipigon 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 reports directly to the Nurse Manager and supports the Nurse Manager with the daily work of the units relating to patient/resident 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 doctor's 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:

- 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
- 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 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 a satisfactory Vulnerable Sector Check to ensure the absence of relevant criminal convictions.

SUBMIT APPLICATION TO:

Madison Boudreau, Nurse Manager
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road
Nipigon, ON P0T 2J0
Email – nursemanager@ndmh.ca

We thank all applicants; however only those selected for an interview will be contacted.

Nipigon District Memorial Hospital is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.