



*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

<b>POSTING NUMBER:</b>	2026-28	<b>CLOSING DATE:</b>	Open until filled
<b>WORK STATUS:</b>	Casual	<b>BARGAINING UNIT:</b>	UNIFOR - SERVICE
<b>POSTING DATE:</b>	May 7, 2026	<b>RATE OF PAY:</b>	\$30.119-\$30.671
<b>START DATE:</b>	ASAP		

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.

## → QUALIFICATIONS:

- Secondary School Graduation diploma or equivalent preferred
- 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
- Effective conflict resolution skills, including the ability to diplomatically respond to all inquiries
- Working knowledge of Occupational Health and Safety Act and its Regulations

## OTHER INFO:

- We can support employees with documentation for the Ontario Immigrant Nominee Program (OINP)
- We will notify all candidates who interview of a decision within 45 days

### → Submit applications to:

Marie Cocks, Executive Coordinator  
Nipigon District Memorial Hospital, Box 37,  
125 Hogan Road, Nipigon, ON P0T 2J0  
Email - careers@ndmh.ca

*Nipigon Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*