



*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

POSTING NUMBER: 2026-28

WORK STATUS: Casual

POSTING DATE: May 7, 2026

START DATE: ASAP

CLOSING DATE: Open until filled

BARGAINING UNIT: UNIFOR - SERVICE

RATE OF PAY: \$30.797-\$31.361

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.*