NIPIGON DISTRICT MEMORIAL HOSPITAL

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

CARE 2030 – NIPIGON DISTRICT MEMORIAL HOSPITAL

WARD CLERK

POSTING NUMBER:	2026-28	**CLOSING DATE:**	Open until filled
WORK STATUS:	Casual	**BARGAINING UNIT:**	UNIFOR - SERVICE
POSTING DATE:	May 7, 2026	**RATE OF PAY:**	$31.413-$31.988
START DATE:	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 assest
- 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:
Craig Robinson-Workforce Continuity Partner
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.