North Bay Regional Health Centre | Centre régional de santé de North Bay

POSITION: ONE (1) PERMANENT PART-TIME CLERK

DEPARTMENT: BED ALLOCATION DEPARTMENT – CLINICAL INTEGRATION

SITE: NBRHC – NORTH BAY

HOURS: ALL SHIFTS INCLUDING EVENINGS AND WEEKENDS

Qualifications and Technical Competencies

- Graduate of a Community College in the Medical Office Administration Program or equivalent required
- Minimum of 2 years recent experience (within the past 2-3 years), in Bed Allocation / Patient Registration / Emergency is required
- Strong organizational skills required
- Keyboarding skills (60 wpm/95% accuracy) and Data Entry Skills (6200 kph/95% accuracy) required
- Medical Terminology Certificate required
- Excellent demonstrated interpersonal skills and the ability to work collaboratively with all members of the health team required
- Ability to work with minimal supervision required
- Excellent communication skills, both verbal and written required
- Ability to work in a fast paced high stress environment required
- Demonstrated ability to deal effectively with a variety of client groups to ensure patient focussed care delivery and positive customer relations required
- Must be available for scheduled shifts and call-ins
- Must be able to work in Emergency as required
- Knowledge of Meditech System required
- Good attendance and work record required
- Must demonstrate commitment to ensure the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization

Criminal Reference Check including the Vulnerable Sector Check: recent, within three (3) months is a requirement

Apply Here

For an opportunity to be part of our exciting future, please submit your resume and covering letter quoting **File CUPE S-13-273** to:

Human Resources
50 College Drive
P.O. Box 2500
North Bay, ON P1B 5A4

Email: careers@nbrhc.on.ca

Fax: (705) 495-7977

We are an equal opportunity employer. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.