



**POSITION:** ONE (1) TEMPORARY PART TIME REHABILITATION CLERK (APPROXIMATELY 3 MONTHS)

**DEPARTMENT:** REHABILITATION SERVICES – MEDICINE CARE CENTRE

**SITE:** NBRHC – NORTH BAY

**HOURS:** ALL SHIFTS AS REQUIRED, INCLUDING WEEKENDS

**SALARY:** \$25.553 (Min.) - \$26.343 (Max.)

Pay rate, benefits and other terms and conditions are as per the CUPE (Local 139) Collective Agreement

**QUALIFICATIONS INCLUDE:**

- Graduate of a Community College in the Medical Office Administration Program or equivalent required
- Medical Terminology Certificate required
- Keyboarding skills (60 wpm/95% accuracy) and Data Entry (6200 kph/95% accuracy) required
- Demonstrated knowledge and experience with Meditech, Microsoft Word and Excel required
- Recent experience (within 2-3 years) with billing is required
- Experience with accounts payable/receivable is required
- Previous experience in a clerical/reception position required
- Excellent communication skills required
- Demonstrated and excellent interpersonal skills to work collaboratively with all members of the health care team required
- Demonstrated ability to work in a fast paced environment required
- Excellent organizational skills required
- Ability to work with minimal supervision required
- Must demonstrate commitment to ensure your safety, 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.
- Good attendance and work record required
- Bilingualism (English/French) is required (see note\*) ***All unilingual candidates are encouraged to apply and may be considered if there are no successful bilingual candidates***

*\*NOTE: A formal French test will be conducted to evaluate the proficiency level.*

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

For an opportunity to be part of our exciting future, please submit your resume and covering letter quoting **File CUPE M-19-071**to:

Email: [careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca)

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