



Hôpital général de Nipissing Ouest
West Nipissing General Hospital
725 ch. Coursol Road, Sturgeon Falls, ON P2B 2Y6
☎ 705-723-3110 • 📠 705-753-3131

JOB POSTING – 2019-06

- Position:** ADMITTING CLERK
- Status:** 2 -TEMPORARY, PART-TIME
- Department:** PATIENT REGISTRATION
- Job Summary:** The Admitting Clerk provides reception and patient registration services to the communications, patient registration and emergency departments and works in accordance with Hospital policies and procedures. The role of the Admitting Clerk is critical in conveying the Hospital's commitment to providing quality care and service to the community.
- Qualifications:** Ontario Secondary School Diploma or equivalent
Successful completion of Medical Terminology course
- Competencies:** Related experience an asset
Proficient in the use of Microsoft Office applications (Excel & Word)
Experience in the use and operation of a switchboard an asset
Ability to learn and operate Hospital specific software applications
Knowledge of Meditech an asset
Highly developed interpersonal and communication skills
Strong organizational and time management skills
Demonstrated ability to work with limited direct supervision as well as collaboratively within a team
Ability to maintain discretion with confidential information
- Personal Suitability:** Demonstrated positive work record and good attendance record
Ability to meet the physical demands of the job
Demonstrated commitment to the health and safety of patients, fellow workers, volunteers, students, and visitors
- Shift:** Days, evenings, nights, weekends
- Language:** Bilingualism (French & English) an asset
- Salary:** \$23.01 - \$23.82 per hour (as per CUPE Collective Agreement)

**Please submit a detailed resume to the Human Resources Department via
Email: humanresources@wngh.ca or Fax: 705-753-0210**

For the protection of our patients and residents, the hospital requires successful candidates to submit a satisfactory criminal record check (vulnerable sector search) dated within 6 months as a condition of employment.

Date: September 16, 2019


Mireille Mageau
Human Resources Manager

*The WNGH is an equal opportunity employer and welcomes applications from all interested parties.
We thank you for your interest, however, only those candidates selected for an interview will be contacted.
Should you require accommodation in the recruitment process, please contact the Human Resources Office.*

Version française disponible au Bureau des Ressources Humaines