

**Personnel Posting 16-21/22**

**TEMPORARY FULL-TIME ADMITTING/RECORDS CLERK  
INTERNAL/EXTERNAL**

Santé Manitouwadge Health is currently accepting applications for a ***Temporary Full-Time Admitting/Record Clerk position***. This position is a designated French Language Services position.

**Qualifications:** Preference will be given to the candidate with the following qualifications:

- Office Administration/Medical Office Assistant Diploma and/or two years of work-related experience
- Knowledge of security & privacy practices for handling and storage of confidential patient documents
- Knowledge of medical terminology
- Knowledge of patient chart locating, charging and retrieving of files
- Knowledge of basic accounting
- Ability to analyze information and problems and develop recommendations and/or solutions
- Ability to prioritize and maintain confidential information
- Advanced computer skills in Microsoft applications and social media platforms
- Individual must be self-motivated, possess excellent communication, organizational, interpersonal and problem solving skills.

**Deadline:** Applications must be received no later than **4:00 p.m. on Friday, September 17<sup>th</sup>, 2021**

**Apply to:** Katie Aguiar, Employee Services Coordinator | e-mail: [kaguiar@mh.on.ca](mailto:kaguiar@mh.on.ca)  
1 Health Care Crescent, Manitouwadge, ON P0T 2C0  
Tel.: (807) 826-3251, ext. 206

(Note: Please quote the personnel posting number “**PP16-21/22**” in your application. If you have not received an acknowledgement receipt of your application within a day or two from sending your résumé, please call to confirm receipt.)

We thank all applicants for their interest. However, only those candidates qualifying for an interview will be contacted.

*Santé Manitouwadge Health is an equal opportunity employer.*