



**Personnel Posting # 20-24/25**

**Permanent Full-Time Ward Clerk  
Internal/ External Posting**

Santé Manitouwadge Health is now accepting applications for a ***Permanent Full-Time Ward Clerk position***. As a member of the nursing department this position reports to the Nurse Manager.

**Qualifications and Experience:**

- Completion of Grade 12 or equivalent
- Medical Office Administration Program certificate and/or recent related medical office experience preferred
- Experience working with Meditech Registration and Scheduling Module preferred
- Intermediate computer skills with 45 wpm keyboarding
- Demonstrated working knowledge of Medical Terminology
- Excellent interpersonal and communication skills, both verbal and written
- Demonstrated organizational, time management and record keeping skills with attention to detail
- Demonstrated ability to work independently as well as collaboratively within a team in a fast-paced and ever-changing environment
- Demonstrated commitment to excellent customer service when interacting with patients, families, colleagues and physicians

**Deadline:** Applications must be received by **Tuesday, August 27, 2024**

**Start date:** ASAP

**Apply to:** Linda Wieler, Employee Services Coordinator | applications@mh.on.ca  
1 Health Care Crescent, Manitouwadge, ON P0T 2C0  
807-826-3251 x 206

(Note: Please quote the personnel posting number "**PP20-24/25**" 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.)

Date posted: June 10<sup>th</sup>, 2024

*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.*