



Personnel Posting # 02-24/25

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

Santé Manitouwadge Health is now accepting applications for a **Temporary 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
- Working knowledge of Medical Terminology preferred
- 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.

Salary: \$22.18-\$26.62 per hour, 13% in lieu of benefits, HOOPP pension option

Hours of Work : TBD

Deadline: Applications must be received by 4:00 p.m. Wednesday, January 24th, 2024

Start date: TBD

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

(Note: Please quote the personnel posting number “**PP02-24/25**” 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: 10 January 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.