

# WEST HALDIMAND GENERAL HOSPITAL

## J O B P O S T I N G

**No.:** 2010-06

**Date:** July 29, 2010

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**DEPARTMENT:** Inpatient Unit

**CLASSIFICATION:** Ward Clerk

**STATUS:** Temporary full-time(approximately 1 year)

**HOURLY RATE:** \$19.48 - \$20.29

**SHIFTS:** All shifts, including weekends, evenings and holidays

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### **Job Summary:**

As a member of the health care team, provides clerical and administrative support to patients, families and those providing service and/or care.

### **QUALIFICATIONS:**

1. Minimum Grade 12 education.
2. Minimum Level One Medical Terminology.
3. Minimum of one (1) year clerical experience in a health care setting.
4. Proficient in Windows 95, Word, Excel, Outlook, Meditech
5. Demonstrates ability to accept assignments, delegation, requests and follow instructions.
6. Ability to communicate effectively with other members of the health care team, both verbal and written.
7. Ability to set priorities and organize work accordingly.
8. Ability to respect and maintain confidentiality.
9. Ability to demonstrate attributes that contributes to a respectful caring environment.
10. Ability to set priorities and organize work in response to department needs.
11. Past performance and attendance will be considered as part of the selection process.

### **DUTIES:**

1. Acts as a receptionist for the nursing units and as a contact person for patient and family inquiries.
2. Coordinates internal and external communication - acts as a liaison for other departments, community agencies, referral sources and other health care team members.
3. Performs functions related to patient charts:
  - Process all laboratory, x-ray etc. requisitions.
  - Transcribes and communicates doctors orders and reports.
  - Schedules patient procedures, appointments, consultations and cancellation.
4. Scheduling of staff as directed by the Clinical Manager.
5. Clerical duties including photocopying, filing, booking medical procedure, distributing departmental mail, etc.
6. Monitor orders and stocks clerical supplies as needed.
7. Other duties as assigned

### **SAFETY:**

Safety (patient, worker & workplace) is a WHGH priority. The successful applicant will demonstrate good stewardship in the identification, reporting and mitigation of unsafe acts or conditions.

**START DATE:** To be determined

Current resumes must be submitted to Human Resources or at [hrrecruit@whgh.ca](mailto:hrrecruit@whgh.ca) prior to 1:00 p.m. Thursday August 5, 2010