

WEST HALDIMAND GENERAL HOSPITAL JOB POSTING

Job Posting Number	2020-64	Date	Sept. 9, 2020
Department	Covid-19 Assessment Centre		
Position	Ward Clerks	Status	Temporary Part-Time
Rate of Pay	\$21.76-\$22.68		
Shifts	Monday- Sunday, Days, Afternoons		

POSITION SUMMARY

Are you passionate about providing the best administrative support to patients? Does working in a small rural hospital and supporting the delivery of care to members of the surrounding community appeal to you? West Haldimand General Hospital is located in the beautiful town of Hagersville, and is a scenic half hour drive to Simcoe, Brantford and Hamilton. If working to make a difference for patients' appeals to you, then we would love to hear from you. We currently have a vacancy for Ward Clerks in our Covid-19 Assessment Centre.

DUTIES

1. Act as a receptionist for the unit and as a contact person for patient and family inquiries.
2. Coordinate internal and external communication; acts as a liaison for other departments, community agencies, referral sources and other healthcare team members.
3. Process all laboratory, x-ray, etc. requisitions.
4. Transcribe and communicates doctor's orders and reports.
5. Schedule patient procedures, appointments, consultations and cancellations
6. Responsible for maintaining departmental files, retrieval of records / charts for transfers and appointments.
7. Scheduling staff as directed by the Clinical Director/Manager.
8. Clerical duties including photocopying, filing, booking medical procedures, distributing departmental mail, etc.
9. Monitor, order and stock departmental supplies as needed.

POSITION REQUIREMENTS

1. Minimum Grade 12 education. Medical Office Administration Diploma or equivalent combination of education and experience.
2. Minimum of one (1) year comparable clerical/administrative experience in a healthcare setting, preferably in an outpatient/ambulatory clinic environment.
3. Proficient in Windows 7, Word, Excel, Outlook, Meditech, Clinical Connect and Community Wide Scheduling.
4. Demonstrated ability to communicate effectively (verbal and written) with other members of the healthcare team, patients, family members and visitors.
5. Excellent client-service and interpersonal skills that contribute to a respectful and caring environment.
6. Demonstrated ability to set priorities and organize work in response to patient/departmental needs.
7. Ability to accept assignments, delegation, requests and follow instructions.
8. Ability to respect and maintain confidentiality.

Internal Posting Deadline	Sept. 17 th , 2020
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External Posting Deadline	Sept. 18 th , 2020
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Current resumes must be submitted to Human Resources at: hrrecruit@whgh.ca
Please include the position in the subject heading.

In order to ensure equal opportunities during the recruitment and selection process, West Haldimand General Hospital provides accommodations for applicants with disabilities upon request.

West Haldimand General Hospital thanks all applicants for their interest. Please note only those applicants selected for an interview will be contacted.