



**EXTERNAL VACANCY**

**DEPARTMENT:** REHABILITATION SERVICES  
**POSITION:** ONE (1) PERMANENT PART TIME REHABILITATION CLERK  
**SITE:** NBRHC – NORTH BAY  
**HOURS:** DAYS, EVENINGS and WEEKENDS  
**SALARY:** \$26.390 (Min.) - \$27.206 (Max.)

Pay rate, benefits and other terms and conditions are as per the CUPE (Local 139) Collective Agreement

**QUALIFICATIONS INCLUDE:**

- Graduate of a Community College in the Medical Office Administration Program or equivalent required
- Medical Terminology Certificate required
- Keyboarding skills (60 wpm/95% accuracy) and Data Entry (6200 kph/95% accuracy) required
- Demonstrated knowledge and experience with Meditech, Microsoft Word and Excel required
- Recent experience (within 2-3 years) with billing is required
- Experience with accounts payable/receivable is required
- Previous experience in a clerical/reception position required
- Excellent communication skills required
- Demonstrated and excellent interpersonal skills to work collaboratively with all members of the health care team required
- Demonstrated ability to work in a fast paced environment required
- Excellent organizational skills required
- Ability to work with minimal supervision required
- Must demonstrate commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization.
- Good attendance and work record required
- Bilingualism (Advanced level English/French) is required. ***All unilingual candidates are encouraged to apply and may be considered if the identified French requirement has been met or there are no successful bilingual candidates. A formal French test will be conducted to evaluate the proficiency level.***

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**Criminal Reference Check including the Vulnerable Sector Check:  
recent within three (3) months is a requirement**

For an opportunity to be part of our exciting future, please submit your resume and covering letter quoting File **[CUPE CS-22-237](#)** to:

Email: [careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca)

**Human Resources**  
50 College Drive  
P.O. Box 2500  
North Bay, ON P1B 5A4  
Fax: (705) 495-7977

*North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.*