



EXTERNAL VACANCY

DEPARTMENT: CRITICAL CARE UNIT
POSITION: ONE (1) TEMPORARY PART TIME WARD CLERK
SITE: NBRHC – NORTH BAY
HOURS: DAYS - 12 HOURS INCLUDING WEEKENDS
SALARY: \$26.360 (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 Secretarial Course or equivalent required
- Medical Terminology Certificate or equivalent required
- Clerical experience in a clinical setting required
- Strong organizational skills required
- Keyboarding (45 wpm/95% accuracy) and Data Entry (6200 kph/95% accuracy) skills required
- Excellent interpersonal skills and the ability to work collaboratively with all members of the health team required
- Ability to transcribe Physician's orders an asset
- Ability to work with minimal supervision required
- Excellent communication skills, both verbal and written required
- Ability to work in a fast paced high stress environment and to prioritize responsibilities in response to a fluctuating census and/or sudden change in patient activity levels required
- Knowledge of collective agreements, payroll time sheet experience an asset
- 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.*

Criminal Reference Check including the Vulnerable Sector Check:
recent within six (6) months is a requirement

**Interested candidates are asked to submit your resume and cover letter
quoting File [CUPE CS-22-301](#) to: careers@nbrhc.on.ca**

*We are an equal opportunity employer. We thank all applicants for their interest.
An acknowledgement will be sent only to those candidates who will be interviewed.*

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.