

DEPARTMENT:

POSITION:

SITE:

HOURS:

SALARY:

ONE (1) TEMPORARY FULL TIME DEPARTMENT SECRETARY

NBRHC – NORTH BAY

DAY SHIFT

\$27.846 (Min.) - \$28.708 (Max.)

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

QUALIFICATIONS:

- Graduate of a Community College in the Medical Office Administration Program or equivalent required
- Medical Terminology Certificate required
- Keyboarding (45wpm/95% accuracy) and Data Entry (6200 kph/95% accuracy) skills required
- Knowledge of Mental Health Act, Personal Healthcare Information Protection Act, Hospitals Act, Substitute Decision Act and other relevant legislation and Mental Health Legal Framework is required
- Minimum 2 years secretarial experience (recent within the last 2-3 years) in a health care/mental health care setting required
- Demonstrated experience in dictation and transcription required
- Extensive experience with Microsoft Office (Word, Excel, PowerPoint, Outlook) and Meditech required
- Demonstrated ability to handle several projects/tasks simultaneously and ensure successful completion
- Critical problem solving and decision making skills required
- Strong organizational and time management skills required
- Excellent communication skills, both verbal and written required
- Excellent interpersonal skills and the ability to work collaboratively with all members of the health team required
- Ability to transcribe Physician's orders is required
- Knowledge of collective agreements, payroll time sheet experience an asset
- Ability to work with minimal supervision required
- Good attendance and work record 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
- 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 MH-22-222** 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.