North Bay Regional Health Centre | Centre régional de santé de North Bay

EXTERNAL VACANCY

POSITION: **ONE (1) TEMPORARY PART TIME PANDEMIC CLERKS**

DEPARTMENT: **COVID-19**

SITE: **NBRHC – NORTH BAY**

HOURS: **DAYS, EVENINGS AND WEEKENDS**

SALARY: **$24.007 (Min) - $24.899 (Max)**

PURPOSE OF THE POSITION

The Pandemic Clerk is a temporary role that provides confidential clerical support to the Assessment Centre, primarily responsible for the data entry of confidential information into the necessary database for tracking and record keeping purposes. Primary responsibilities include patient registration data entry, specimen label making, and appointment bookings.

KEY ACTIVITIES AND RESPONSIBILITIES

- Enters patient information into database (Expanse)
- Creates specimen label for the lab
- Books patient appointments for the Assessment Centre
- Ensures entrants perform hand hygiene and don Personal Protective Equipment (PPE) as appropriate
- Complies with Infection prevention and control practices and use of Personal Protective Equipment
- Supports patient safety and improves the patient experience
- Other duties as assigned

QUALIFICATIONS

EDUCATION AND TRAINING:

☐ Secondary School Diploma required

KNOWLEDGE/SKILLS/ABILITIES:

☐ Keyboarding skills (45 wpm/95% accuracy) and Data Entry Skills (6200 kph/95% accuracy) required
☐ Ability to follow standards, processes and procedures
☐ Able to gather and record data
☐ Able to maintain confidentiality and privacy with respect to all information
☐ Good interpersonal and communication skills

FRENCH LANGUAGE SERVICE DESIGNATION:

☐ Bilingualism (Advanced level English/French) is an asset

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-22-638 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.

NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days prior to your start date.The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

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.