



**DEPARTMENT:** REGIONAL SPECIALIZED MENTAL HEALTH PROGRAM – DEMENTIA CARE SERVICE – OAK LODGE

**POSITION:** ONE (1) TEMPORARY FULL TIME WARD CLERK

**SITE:** NBRHC – KIRKWOOD PLACE (SUDBURY)

**HOURS:** ALL SHIFTS AS REQUIRED

**SALARY:** \$29.487 (Min.) - \$30.398 (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
- Knowledge of collective agreements, payroll time sheet experience asset
- Medical Terminology Certificate required
- Current Non-Violent Crisis Intervention (NVCi) Certificate required (training delivered by Health Centre upon hire)
- Understanding of trauma informed care principles and able to apply within all relationships and interactions
- Current Gentle Persuasive Approach (GPA) Certificate required
- Previous experience in a mental healthcare environment an asset
- Strong organizational 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
- Keyboarding (45 wpm/95% accuracy) and Data Entry (6200 kph/95% accuracy) skills required
- Secretarial experience in a clinical setting required
- Knowledge of health record information management guidelines required
- Demonstrated ability to work within a fast-paced environment with multiple demands within a multidisciplinary team
- Transcription of Physician Order Certificate and the ability to transcribe Physician's orders is an asset
- Ability to work with minimal supervision required
- Must be available for scheduled shifts
- 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.***

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

**Interested candidates are asked to submit their cover letter and resume to:**

[careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting file **CUPE CS-24-412**

**The posting will remain open until the positions are filled.**

Please note these postings are subject to change without notice. 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 ago.***

***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.

**We are an equal opportunity employer. We thank all applicants for their interest.**