



INTERNAL JOB POSTING

TRANSCRIPTIONIST

Location: The Pas, MB

Facility: The Pas Health Complex

JANUARY 9, 2018

JOB POSTING NUMBER	TP-2018-003
POSITION CODE	111-7HIM-TSC_01
DEPARTMENT	HEALTH INFORMATION SERVICES
JOB STATUS/FTE	PERM / 1.0 FTE
ANTICIPATED SHIFT	Days (Mon-Fri)
TERM (if applicable)	
WAGE RANGE	\$18.582 - \$21.541
UNION AFFILIATION	CUPE

QUALIFICATIONS

- Grade 12 education or equivalent
- Post-secondary education in office procedures
- Recognized Medical Terminology course
- Excellent knowledge of window based programs (Microsoft Word, Excel, Outlook and Internet)
- Ability to use dictaphone equipment for transcribing
- Knowledge of PHIA legislation
- Accurate word processing at 60 words per minute (typing test will be required)
- Effective written and verbal communication skills
- Ability to speak of Cree an asset
- Pleasant and courteous telephone manner
- Demonstrates interpersonal skills through clear communication and positive behavior within the Respectful Workplace Policy
- Ability to work with minimal supervision and frequent interruptions
- Ability to respect and promote confidentiality
- Ability to respect and promote cultural diverse population
- Ability to work effectively in a collaborative multi-disciplinary team
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80), if not on personnel file

For a full listing of qualifications please:

- **Refer to the Job Description which is posted on the Intranet under Resources/Human Resources/Job Description, then select the applicable department; or,**
- **Contact Human Resources to request a copy.**

Aboriginal applicants are encouraged to self-declare when submitting applications and resumes

Internal Job Application Form and a resume are required for all internal postings

Apply in writing directly to Desirae Stait Human Resources Assistant on or before 1600 hours on:

JANUARY 16, 2018

Awarded to: _____

Date: _____