



**NORTHERN
HEALTH REGION**

INTERNAL JOB POSTING

ADMITTING/SWITCHBOARD CLERK

Location: The Pas, MB

Facility: The Pas Health Complex

FEBRUARY 13, 2018

JOB POSTING NUMBER	TP-2018-018
POSITION CODE	111-7HREG-ASC_05
DEPARTMENT	HEALTH INFORMATION SERVICES
JOB STATUS/FTE	TERM / 0.5 FTE
ANTICIPATED SHIFT	Evenings (Mon- Fri)
TERM (if applicable)	To January 28, 2019
WAGE RANGE	\$18.649 - \$21.620
UNION AFFILIATION	CUPE

This is a term position resulting from a maternity leave; expiry date of term position is subject to change with two (2) weeks notice.

QUALIFICATIONS

- Grade 12 or equivalent
- Recognized Medical Terminology course
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Experience using the Admit/Discharge/Transfer (ADT)/Electronic Patient Record (EPR) registration system
- Recent clerical and/or customer service experience
- Recent switchboard experience an asset
- Accurate word processing at 35 words per minute (typing test will be required)
- Demonstrates ability to meet and converse with the public and maintain a professional and courteous attitude
- Effective written and verbal communication skills
- Ability to speak Cree an asset
- Pleasant and courteous telephone manner
- Demonstrates interpersonal skills through clear communication and positive behavior
- Ability to work with minimal supervision and frequent interruptions
- Ability to respect and promote a cultural diverse population
- Ability to work effectively in a multi-disciplinary team
- Good organizational skills and the ability to work independently
- 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:

FEBRUARY 20, 2018

Awarded to: _____

Date: _____