



**NORTHERN  
HEALTH REGION**

# **INTERNAL JOB POSTING**

## **ADMITTING/SWITCHBOARD CLERK**

**Location: Thompson, MB**

**Facility: Thompson General Hospital**

**APRIL 10, 2018**

<b>JOB POSTING NUMBER</b>	TH-2018-069
<b>POSITION CODE</b>	115-7HREG-ADM_03
<b>DEPARTMENT</b>	REGISTRATION
<b>JOB STATUS/FTE</b>	TERM / 1.0 FTE
<b>ANTICIPATED SHIFT</b>	12 HOUR DAYS/NIGHTS ROTATION
<b>TERM (if applicable)</b>	UNTIL SEPTEMBER 25 <sup>th</sup> , 2018
<b>WAGE RANGE</b>	\$18.649 - \$21.620
<b>UNION AFFILIATION</b>	UFCW

*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 Brittany Plamondon, Human Resources Assistant on or before 1600 hours on:*

**APRIL 17, 2018**

Awarded to: \_\_\_\_\_

Date: \_\_\_\_\_