



**NORTHERN
HEALTH REGION**

INTERNAL JOB POSTING

UNIT CLERK

Location: The Pas, MB

Facility: The Pas Health Complex

JANUARY 10, 2019

JOB POSTING NUMBER	TP-2019-005
POSITION CODE	111-1ACER-UC_02
DEPARTMENT	CLINICAL SERVICES FLOAT
JOB STATUS/FTE	Term / 0.8 FTE
ANTICIPATED SHIFT	Modified Days (Mon-Fri); <i>Currently 1130-1815</i>
TERM (if applicable)	To September 17, 2019
WAGE RANGE	\$18.265- \$21.174
UNION AFFILIATION	CUPE

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

QUALIFICATIONS

- Grade 12 education or equivalent
- Graduate of a recognized Health Care Aide Program (relevant combinations of education and experience may be considered)
- Graduate of a recognized Health Unit Clerk or Clerical Training Program (relevant combinations of education and experience may be considered)
- Recognized Medical Terminology course
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Comprehensive knowledge of office methods and procedures and office equipment
- Accurate word processing at 40 words per minutes (typing test will be required)
- Effective written and verbal communication skills
- Ability to speak Cree is an asset
- Demonstrates interpersonal skills through clear communication and positive behavior
- Ability to work with minimal supervision and frequent interruptions
- Good organizational skills and the ability to work independently
- Ability to respect and promote a cultural diverse population
- Ability to work with a variety of sensitive information and to respect and promote confidentiality
- Ability to work effectively in a 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 directly to Desirae Stait Human Resources Assistant or email completed job application form and resume to dstait@nrha.ca on or before 1600 hours on:

JANUARY 17, 2019

Awarded to: _____

Date: _____