



**NORTHERN
HEALTH REGION**

INTERNAL JOB POSTING

CLINIC RECEPTIONIST

Location: Flin Flon, Manitoba

Facility: Flin Flon General Hospital

JANUARY 15, 2019

JOB POSTING NUMBER	FF-2019-024
POSITION CODE	882-1PCC-RC_01
DEPARTMENT	FLIN FLON CLINIC
JOB STATUS/FTE	TERM / 1.0 FTE
ANTICIPATED SHIFT	M – F; 7.75 HRS/Day
TERM (if applicable)	To June 1, 2019
WAGE RANGE	\$17.309 - \$20.066
UNION AFFILIATION	CUPE

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of post-secondary education in office administration through a business school or college (combinations of education and experience may be considered)
- Recognized Medical Terminology course preferred
- Exceptional knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Previous clinic office experience
- Knowledge of Accuro or Electronic Medical Record preferred
- Accurate word processing at 40 words per minute (typing test will be required)
- Ability to use advanced electronic applications in switchboard, computer scheduling, Telehealth bookings
- Ability to transcribe voice dictation
- Effective written and verbal communication skills
- Ability to speak of Cree an asset
- Demonstrates interpersonal skills through clear communication and positive behavior
- Good organizational skills and the ability to work independently
- Ability to work with minimal supervision and frequent interruptions
- 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.
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*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 Lisa Rogers, Human Resources Assistant on or before 1600 hours on:*

JANUARY 22, 2019

Awarded to: _____

Date: _____