



Timmins and District Hospital L'Hôpital de Timmins et du district

Si vous souhaitez recevoir cette annonce d'emploi en français, s'il vous plait contactez le département des ressources humaines au kkampman@tadh.com ou par téléphone au 705-267-6371.

Ward Clerk– Surgical Department

POSITION SUMMARY: To perform all clerical and receptionist duties for the Surgical Program.

POSITION RESPONSIBILITIES

- To support the Hospital Mission Statement, Goals and Objectives, Policies and Procedures.
- To act as a receptionist by greeting and directing patients, visitors, and staff.
- To answer the telephone and receive and relay messages as required.
- To assemble and maintain complete patient records according to established unit procedures.
- To organize and maintain the nursing station in a clean and orderly manner.
- To complete all clerical functions including auditing, payroll, staffing, supplies, distribution of mail and reports etc. as required by the Program Manager.
- To perform clerical aspects of patient care coordination as required.
- To maintain strict confidentiality of Hospital and patient information in accordance with Hospital policies.
- To ensure a healthy and safe working environment in accordance with the Occupational Health and Safety guidelines.
- To participate in the Quality Improvement initiatives.
- To use the various modules of MediTech and to rapidly enter and locate the appropriate information as requested by team members
- Use the TDH intranet and various programs within the system
- To strive for personal and professional growth
- To transcribe and note orders as needed
- To participate actively in the Hospital and Unit in-service education programs.
- To perform other duties as assigned.
- To maintain a positive image in relation to your work both on and off the Unit.

POSITION REQUIREMENTS:

- Must be a high school graduate with previous office experience and have completed a College Administrative Assistant Program or University equivalent.
- Knowledge of medical terminology.
- Knowledge, work experience and demonstrated skill with MS Outlook, Word, Excel, Access. Typing, filing, photocopying, faxing and receptionist duties are a requirement.
- Must be able to explain and demonstrate the ability to call in staff as required utilizing the appropriate resources.
- Must demonstrate superior organizational skills to keep the nursing desks in orderly fashion.
- Must demonstrate an understanding of Infection Control, specialized supplies utilized on Medical and Organizational Occupational Health and Safety processes.

- Must demonstrate excellent customer service skills.
- Must possess the ability to communicate effectively orally and in writing with people at all levels when giving or obtaining information.
- Physician order transcription experience would be an asset.
- Must possess the physical ability to work while sitting; to bend, reach, lift and crouch when using departmental files and to travel distances in the department and Hospital.
- Must be able to demonstrate the ability to multi-task, be self directed and work well under pressure.
- Previous experience as a Ward Clerk or related field would be considered an asset.
- Must possess the ability to provide effective services to clients/patients in both English and French. Individuals who do not meet the language requirements of this posting are invited to submit their résumé for future consideration.
- Employment history which demonstrates regular attendance at work and flexibility in hours.
- Must have recent clerical experience in the Medical Department.

Interested applicants must submit their résumé by Department of Human Resources, Timmins and District Hospital, 700 Ross Avenue East, Timmins, Ontario, P4N 8P2. Telephone (705) 267-6371; Fax (705) 360-6008; Attention: Kayla Kampman, email kkampman@tadh.com .

Timmins and District Hospital will provide accommodations for applicants with disabilities during the recruitment process.

TADH is committed to fostering an inclusive, equitable, and accessible environment supporting diversity in our work environment to provide quality care where all feel valued, respected, and supported. TADH is dedicated to building a workforce reflective of the communities in which we live, serve, and encourage Indigenous people, visible minorities, and persons with disabilities to apply and self-identify.

We thank all applicants for their response; however, only those selected for an interview will be contacted.

EXEMPLARY CARE TO NORTHERNERS

**WORKING TOGETHER WITH OUR PARTNERS TO IMPROVE THE HEALTH OF
NORTHERNERS**