



# 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](mailto:kkampman@tadh.com) ou par téléphone au 705-267-6371.*

## Information Services Clerk

**POSITION SUMMARY:** To perform the clerical and/or receptionist duties within the Information Services portfolio: Reception / Registration / Switchboard / Health Data functional areas.

### POSITION RESPONSIBILITIES

- Update patient demographical Information and Register Patient visit data into the Meditech System.
- Enter / update required information into ERNI, CRITICAL and other web based programs as needed.
- Interact and take direction with/from Patients, Visitors and other staff, as required.
- Required to communicate effectively with people at all levels, in person and on the telephone, when providing or obtaining information.
- Using your skilled clerical perception, you will be required to accurately observe pertinent details contained within written material and when documenting received data and/or filing reports.
- You must be alert, possess a good memory, present a pleasant personality and employ tact and diplomacy in carrying out the position responsibilities at all times.
- You will be required to handle highly sensitive information confidentially.
- Must maintain good working relationships with departmental staff, health care providers and all other hospital staff as per the Respectful Workplace Policy established at TDH.
- To perform other departmental responsibilities as assigned.

### POSITION REQUIREMENTS:

- High school diploma or equivalent required. Post-secondary graduate from an Office Administration, Medical Administration, Business Administration or other related graduate program is mandatory.
- Previous work experience in clerical office environment and knowledge of medical terminology would be an asset.
- Must have the ability to perform / apply routine office procedures / clerical tasks (typing 40 wpm, filing rapidly and accurately).
- Must have strong abilities to work with computer data entry systems.
- Intermediate to advanced knowledge and use of Microsoft Word, Excel, PowerPoint and Outlook.
- Must have the ability to work independently and demonstrate initiative with minimal supervision within a team environment.
- Must have excellent interpersonal and communication skills, oral and written.
- Must have the clerical perception to check entries such as names, titles and chart numbers and to file material in proper sequence.
- Must possess the ability to understand instructions, and to exercise good judgment when meeting and dealing with patients, visitors, and other professionals.
- Polished phone demeanor, tone and etiquette are required.
- Employment history which demonstrates regular attendance at work.
- Must have the physical ability to work while sitting or standing most of the working day and be able to bend, reach, lift and crouch while using departmental files.

- Must be flexible with shifts.
- Current resume is required and must pass a security check.
- Current registration, switchboard, chart assembly and scanning experience would be an asset.
- Must possess the ability to provide effective services to clients/patients in both English and French. Individuals who meet the language requirements of this posting are invited to submit their résumé for consideration.

### **Compensation and Benefits**

- Starting salary of \$26.4/hour; \$51,577.50/year (As per Step 1 of the STW collective agreement.)
- Option to enroll into Healthcare of Ontario Pension Plan.

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](mailto: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**