



# INTERNAL JOB POSTING

## UNIT CLERK

Location: Flin Flon, MB

Facility: Flin Flon General Hospital

**FEBRUARY 23, 2021**

<b>JOB POSTING NUMBER</b>	FF-2021-040
<b>POSITION CODE</b>	112-1ACMED-UC_01
<b>DEPARTMENT</b>	<b>MEDICAL</b>
<b>JOB STATUS/FTE</b>	TERM / 1.0 FTE
<b>ANTICIPATED SHIFT</b>	M-F, Days
<b>TERM (if applicable)</b>	Indefinite
<b>WAGE RANGE</b>	\$18.265 - \$21.174
<b>UNION AFFILIATION</b>	CUPE

*This is an indefinite term position; expiry date of term position is subject to change with a 24 hour 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 Department/Human Resources/Job Description, and then select the applicable department**
- **Or Contact Human Resources to request a copy.**

*Indigenous 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 Tammy Hedman, Human Resources Assistant or apply online at [www.northernhealthregion.ca](http://www.northernhealthregion.ca) using Google Chrome on or before 1600 hours on:

**MARCH 2, 2021**

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

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