



**NORTHERN
HEALTH REGION**
*A Culturally Diverse
Organization*

CASUAL NOTICE

Admitting/Switchboard Clerk The Pas Health Complex

QUALIFICATIONS

- Grade 12 or equivalent
- Recognized Medical Terminology course
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Experience using the Admit/Discharge/Transfer (ADT)/Electronic Patient Record (EPR) registration system
- Recent clerical and/or customer service experience
- Recent switchboard experience an asset
- Accurate word processing at 35 words per minute (typing test will be required)
- Demonstrates ability to meet and converse with the public and maintain a professional and courteous attitude
- Effective written and verbal communication skills
- Ability to speak Cree an asset
- Pleasant and courteous telephone manner
- Demonstrates interpersonal skills through clear communication and positive behavior
- Ability to work with minimal supervision and frequent interruptions
- Ability to respect and promote a cultural diverse population
- Ability to work effectively in a multi-disciplinary team
- Good organizational skills and the ability to work independently
- 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.

If interested, please provide Human Resources Assistant (Internal Recruitment) with a resume for consideration either in person or via email to HRARegional@nrha.ca