



**NORTHERN  
HEALTH REGION**

*A Culturally Diverse  
Organization*

# CAREER OPPORTUNITY

## ADMITTING/SWITCHBOARD CLERK

**Location: Flin Flon, MB**

**Facility: Flin Flon Hospital**

<b>JOB POSTING NUMBER</b>	FF-2021-00070	<b>POSITION CODE</b>	112-7HREG-ASC_99
<b>DEPARTMENT</b>	HEALTH INFORMATION SERVICES		
<b>JOB STATUS/FTE</b>	CASUAL	<b>TERM EXPIRY</b>	N/A
<b>WAGE RANGE</b>	\$18.649 -\$21.620	<b>UNION AFFILIATION</b>	CUPE

### POSITION SUMMARY

As an essential part of the health care team, the Admitting/Switchboard Clerk registers inpatients and outpatients, answers main telephone switchboard and performs general receptionist/filing duties. The Admitting/Switchboard Clerk will effectively demonstrate core competencies including teamwork and collaboration, adaptability, initiative and pro-activity, diversity awareness, development of self and others, and customer/client focus.

The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person, Child Abuse Registry check and Adult Abuse Registry check, and adhere to all Northern Health Region policies and procedures.

### 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. Waived for internal candidates with current checks on file.

**For a full listing of qualifications please:**

- **Internal Candidates: Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,**
- **External Candidates: Contact Human Resources to request a copy**

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

Indigenous applicants are encouraged to self-declare when submitting applications & resumes.

Direct care workers are required to either be vaccinated for Covid-19 or to participate in on-going regular Covid-19 testing pursuant to Orders made under The Public Health Act C.C.S.M. c.P210. Successful applicants will be notified at the time of offer of the applicability of this requirement for this position.

We thank all candidates for applying. Only those selected for interview will be contacted.

**Using Google Chrome, Apply online at [www.northernhealthregion.ca](http://www.northernhealthregion.ca) on or before**

**OPEN UNTIL FILLED**

*Note: In the event of technical difficulties with the online application, please contact Human Resources at [recruitwest@nrha.ca](mailto:recruitwest@nrha.ca) for assistance prior to the closing date.*

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

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