



CASUAL NOTICE

HEALTH RECORDS CLERK (CLERK III)

Location: The Pas, MB.

Facility: The Pas Health Complex

JOB POSTING NUMBER	TP-C-2024-014	POSITION CODE	111-7HIM-HC_99
DEPARTMENT	HEALTH INFORMATION SERVICES		
JOB STATUS	CASUAL		
WAGE RANGE	\$21.483 - \$24.903	UNION AFFILIATION	CUPE (Facility Support)

POSITION SUMMARY

Works collaboratively with the clinic manager, the Health Information Management Professionals, the interdisciplinary team and other stakeholders to perform the functions of health records clerical support. Demonstrates core competencies including teamwork and collaboration, adaptability, initiative and pro-activity, diversity awareness, development of self and others, and customer/client focus.

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of post-secondary education in office administration through a business school or college (combinations of education and experience may be considered)
- Recognized Medical Terminology course
- Thorough knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Previous clinic office experience preferred
- Knowledge of Accuro or Electronic Medical Record preferred
- Accurate word processing at 40 words per minute (typing test will be required)
- Effective written and verbal communication skills
- Ability to speak Cree an asset
- Respects and promotes a culturally diverse population
- Ability to work effectively in a multi-disciplinary team and 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.

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

Using Google Chrome, Apply online at www.northernhealthregion.ca

OPEN UNTIL FILLED

Note: In the event of technical difficulties with the online application, please contact Human Resources at HRARegional@nrha.ca for assistance.