



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

RECEPTIONIST

Location: Gillam, MB

Facility: Gillam Hospital

JOB POSTING NUMBER	TH-2022-011	POSITION CODE	117-2PCC-RC_GM01
DEPARTMENT	GILLAM HOSPITAL		
JOB STATUS/FTE	TERM/1.0 FTE	ANTICIPATED SHIFT	Monday – Friday Days
TERM EXPIRY	August 15, 2023		
WAGE RANGE	\$17.309 - \$20.066	UNION AFFILIATION	CUPE (UFCW Collective Agreement)
As a result of the Health Sector Bargaining Review Act, this position falls within the above noted existing Collective Agreement and will be administered by the successor union until a new Collective Agreement is ratified. In the event that you have any questions, please contact your Human Resource Department.			

This is a term position resulting from a maternity leave; expiry date of term position is subject to change with a two (2) week notice.

POSITION SUMMARY

As an essential part of the health care team, the Clinic Receptionist registers clients, answers main telephone and performs general receptionist/filing duties. The Receptionist performs the functions of patient/client receiver, telephone operator and will provide patient/client appointments with appropriate health care provider. The Receptionist is the initial contact with the public and is a member of the multi-disciplinary team.

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 (NHR) policies and procedures.

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 preferred
- Exceptional knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Previous clinic office experience
- Knowledge of Accuro or Electronic Medical Record preferred
- Accurate word processing at 40 words per minute (typing test will be required)
- Ability to use advanced electronic applications in switchboard, computer scheduling, Telehealth bookings
- Ability to transcribe voice dictation
- Effective written and verbal communication skills
- Ability to speak of Cree an asset
- Demonstrates interpersonal skills through clear communication and positive behavior
- Good organizational skills and the ability to work independently
- Ability to work with minimal supervision and frequent interruptions
- 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 on or before

OPEN UNTIL FILLED

Note: In the event of technical difficulties with the online application, please contact Human Resources at recruiteast@nrha.ca for assistance prior to the closing date.

Awarded to: _____

Date: _____