



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

CASUAL NOTICE

TRANSCRIPTIONIST

Location: Flin Flon, MB

Facility: Flin Flon General Hospital

March 31, 2022

JOB POSTING NUMBER	N/A	POSITION CODE	112-7HIM-TSC_99
DEPARTMENT	HEALTH INFORMATION SERVICES		
JOB STATUS/FTE	CASUAL		
WAGE RANGE	\$18.582 - \$21.541	UNION AFFILIATION	CUPE

POSITION SUMMARY

As an essential part of the health care team, the Transcriptionist performs medical transcription of health record documents and files reports and other related documents. The transcriptionist 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 education or equivalent
- Post-secondary education in office procedures
- Recognized Medical Terminology course
- Excellent knowledge of window based programs (Microsoft Word, Excel, Outlook and Internet)
- Ability to use dictaphone equipment for transcribing
- Knowledge of PHIA legislation
- Accurate word processing at 60 words per minute (typing test will be required)
- Effective written and verbal communication skills
- Ability to speak of Cree an asset
- Pleasant and courteous telephone manner
- Demonstrates interpersonal skills through clear communication and positive behavior within the Respectful Workplace Policy
- Ability to work with minimal supervision and frequent interruptions
- Ability to respect and promote confidentiality
- Ability to respect and promote cultural diverse population
- Ability to work effectively in a collaborative multi-disciplinary team
- Must possess a good employment record, including attendance at work
- 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 on or before

OPEN UNTIL FILLED

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

Awarded to: _____

Date: _____