



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

FACILITY CLERK

Location: Lynn Lake, MB.

Facility: Lynn Lake Hospital

JOB POSTING NUMBER	TH-2022-053	POSITION CODE	116-1CS-CK_01
DEPARTMENT	LYNN LAKE		
JOB STATUS/FTE	Permanent /1.0 FTE	ANTICIPATED SHIFT	7.75 hour days
WAGE RANGE	\$18.265 - \$21.174	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.			

POSITION SUMMARY

As an essential part of the health care team, provides clinical and clerical support to healthcare providers at the Health Centre/Hospital. Liaises between client and the health care provider, and is a member of the multi-disciplinary team. Performs functions pertaining to health records including record organization, security of records, and release of information.

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 (alternate combinations of education and experience may be considered)
- Completion of a recognized Medical Terminology course
- Completion of post-secondary education in office administration through a business school or college (combinations of education and experience may be considered)
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Knowledge of Accuro or Electronic Medical Record preferred
- Effective written and verbal communication skills
- Accurate word processing at 40 wpm (typing test will be required)
- Ability to speak an Indigenous language is an asset, preferably Cree, Dene or Michif
- Respects and promotes a culturally diverse population
- Ability to prioritize and work well with time-sensitive materials
- Ability to work effectively in a multi-disciplinary team and independently
- 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 recruiteast@nrha.ca for assistance prior to the closing date.

Awarded to: _____

Date: _____