



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	D7.75
WAGE RANGE	\$21.838 - \$25.318	UNION AFFILIATION	CUPE (Facility Support)

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.

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

OPEN UNTIL FILLED

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