



**NORTHERN  
HEALTH REGION**

*A Culturally Diverse  
Organization*

# CAREER OPPORTUNITY

## FACILITY CLERK

**Location: Lynn Lake, MB.**

**Facility: Lynn Lake Hospital**

**MARCH 17, 2022**

<b>JOB POSTING NUMBER</b>	TH-2022-053	<b>POSITION CODE</b>	116-1CS-CK_01
<b>DEPARTMENT</b>	LYNN LAKE		
<b>JOB STATUS/FTE</b>	Permanent /1.0 FTE	<b>ANTICIPATED SHIFT</b>	7.75 hour days
<b>WAGE RANGE</b>	\$18.265 - \$21.174	<b>UNION AFFILIATION</b>	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
- 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](http://www.northernhealthregion.ca) on or before**

**MARCH 24, 2022**

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

Awarded to: \_\_\_\_\_

Date: \_\_\_\_\_