



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

# SUMMER EMPLOYMENT OPPORTUNITY

## Archive Clerk

**Location: Thompson, MB**

**Facility: Thompson General Hospital**

**May 6, 2022**

<b>JOB POSTING NUMBER</b>	TH-2022-0018	<b>POSITION CODE</b>	115-7HIM-SCS_50
<b>DEPARTMENT</b>	HEALTH INFORMATION SERVICES		
<b>JOB STATUS/FTE</b>	Term / 1.0 FTE	<b>ANTICIPATED SHIFT</b>	7.75 hr days (Mon-Fri)
<b>TERM EXPIRY</b>	August 19, 2022		
<b>HOURLY WAGE</b>	\$15.187		

### POSITION SUMMARY

As a member of the Health Information Services team, the Archive Clerk will assist with records maintenance, filing and destruction of health records. Tasks will include patient chart retrieval, documenting charts destroyed, transporting files and shredding of health records.

### QUALIFICATIONS

- Applicant must be between the ages of 16-30
- High degree of accuracy, attention to detail, and organization skills are required.
- Educational background in nursing, allied health, or business administration preferred.
- 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.

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**

**May 16, 2022**

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

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

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