



NORTHERN
HEALTH REGION

*A Culturally Diverse
Organization*

CASUAL NOTICE

RECEPTIONIST (CLERK II)

Location: The Pas, MB.

Facility: The Pas Clinic

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|---------------------------|---------------------|--------------------------|-------------------------|
| JOB POSTING NUMBER | TP-C-2022-020 | POSITION CODE | 881-1PCC-RC_99 |
| DEPARTMENT | THE PAS CLINIC | | |
| JOB STATUS | CASUAL | | |
| WAGE RANGE | \$19.038 - \$22.072 | UNION AFFILIATION | CUPE (Facility Support) |

POSITION SUMMARY

As an essential part of the health care team, the Clinic Receptionist registers clients, answers main telephone and performs general receptionist/filing duties. The Receptionist performs the functions of patient/client receiver, telephone operator and will provide patient/ client appointments with appropriate health care provider. The Receptionist is the initial contact with the public and is a member of the multi-disciplinary team.

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of post-secondary education in office administration through a business school or college (combinations of education and experience may be considered)
- Recognized Medical Terminology course preferred
- Exceptional knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Accurate word processing at 40 words per minute (typing test will be 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 Health Region 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 HRARegional@nrha.ca for assistance.