



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

UNIT CLERK

Location: Thompson, MB

Facility: Thompson General Hospital

JOB POSTING NUMBER	TM-2024-112	POSITION CODE	115-1ACMED-UC_01
DEPARTMENT	MEDICAL/SURGICAL/PEDIATRICS		
JOB STATUS/FTE	Permanent/0.4 FTE	ANTICIPATED SHIFT	D8/E8/N8
WAGE RANGE	\$20.090 \$23.291	UNION AFFILIATION	CUPE (Facility Support)

POSITION SUMMARY

As a member of the health care team, performs duties related to patient/client/ resident care in accordance with established policies to ensure the highest possible standard of care.

QUALIFICATIONS

- Grade 12 education or equivalent
- Graduate of a recognized Health Care Aide Program (relevant combinations of education and experience may be considered)
- Graduate of a recognized Health Unit Clerk or Clerical Training Program (relevant combinations of education and experience may be considered)
- Completion of a recognized Medical Terminology course
- Thorough knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Comprehensive knowledge of office methods and procedures and office equipment
- Accurate word processing at 40 words per minutes (typing test will be required)
- 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

OPEN UNTIL FILLED

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