



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

UNIT CLERK

Location: The Pas, MB

Facility: The Pas Health Centre

JOB POSTING NUMBER	TP-2024-096	POSITION CODE	111-1ACER-UC_02
DEPARTMENT	EMERGENCY		
JOB STATUS/FTE	TERM/0.8 FTE	ANTICIPATED SHIFT	D8
TERM EXPIRY	February 28, 2025		
WAGE RANGE	\$20.090 - \$23.291	UNION AFFILIATION	CUPE (Facility Support)

This is a term position resulting from a maternity leave; expiry date of term position is subject to change with a two (2) week notice.

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
- 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 recruitwest@nrha.ca for assistance.