



**NORTHERN  
HEALTH REGION**

*A Culturally Diverse  
Organization*

# CAREER OPPORTUNITY

## TRANSCRIPTIONIST

**Location: The Pas, MB**

**Facility: The Pas Health Complex**

<b>JOB POSTING NUMBER</b>	TP-2024-425	<b>POSITION CODE</b>	111-7HIM-TSC_01
<b>DEPARTMENT</b>	HEALTH INFORMATION SERVICES		
<b>JOB STATUS/FTE</b>	Permanent/1.0 FTE	<b>ANTICIPATED SHIFT</b>	D8
<b>WAGE RANGE</b>	\$20.440 - \$23.694	<b>UNION AFFILIATION</b>	CUPE (Facility Support)

### POSITION SUMMARY

As an essential part of the health care team, the Transcriptionist performs medical transcription of health record documents and files reports and other related documents. The transcriptionist will effectively demonstrate core competencies including teamwork and collaboration, adaptability, initiative and pro-activity, diversity awareness, development of self and others, and customer/client focus.

### QUALIFICATIONS

- Grade 12 education or equivalent
- Post-secondary education in office procedures
- Recognized Medical Terminology course
- Excellent knowledge of window based programs (Microsoft Word, Excel, Outlook and Internet)
- Ability to use Dictaphone equipment for transcribing
- Accurate word processing at 60 words per minute (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](http://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](mailto:recruitwest@nrha.ca) for assistance.*