



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

ADMITTING/SWITCHBOARD CLERK

Location: The Pas, MB

Facility: The Pas Health Complex

JOB POSTING NUMBER	TP-2024-495	POSITION CODE	111-7HREG-ASC_02
DEPARTMENT	HEALTH INFORMATION SERVICES		
JOB STATUS/FTE	Permanent/ 1.0 EFT	ANTICIPATED SHIFT	D12/N12
WAGE RANGE	\$20.513 - \$23.780	UNION AFFILIATION	CUPE (Facility Support)

POSITION SUMMARY

As an essential part of the health care team, the Admitting/Switchboard Clerk registers inpatients and outpatients, answers main telephone switchboard and performs general receptionist/filing duties. The Admitting/Switchboard Clerk 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 or equivalent
- Recognized Medical Terminology course
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Experience using the Admit/Discharge/Transfer (ADT)/Electronic Patient Record (EPR) registration system
- Recent clerical and/or customer service experience
- Accurate word processing at 35 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

OPEN UNTIL FILLED

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