



# CASUAL NOTICE

## RECEPTIONIST (CLERK II)

**Location: Gillam, MB**

**Facility: Gillam Hospital**

<b>JOB POSTING NUMBER</b>	TM-C-2024-021	<b>POSITION CODE</b>	117-2PCC-RC_GM_99
<b>DEPARTMENT</b>	GILLAM HOSPITAL		
<b>JOB STATUS</b>	CASUAL		
<b>WAGE RANGE</b>	\$19.038 - \$22.072	<b>UNION AFFILIATION</b>	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
- Previous clinic office experience
- Knowledge of Accuro or Electronic Medical Record preferred
- Accurate word processing at 40 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 [HRARegional@nrha.ca](mailto:HRARegional@nrha.ca) for assistance.*