



**NORTHERN  
HEALTH REGION**

*A Culturally Diverse  
Organization*

# CAREER OPPORTUNITY

## UNIT CLERK/WARD CLERK

**Location: The Pas, MB**

**Facility: The Pas Health Complex**

<b>JOB POSTING NUMBER</b>	TP-2025-183	<b>POSITION CODE</b>	111-1AMED-UC_02
<b>DEPARTMENT</b>	ACUTE CARE INPATIENT UNIT		
<b>JOB STATUS/FTE</b>	Permanent/0.8 FTE	<b>ANTICIPATED SHIFT</b>	D6
<b>HOURLY WAGE</b>	\$23.562 - \$28.135	<b>UNION AFFILIATION</b>	CUPE (Community 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](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.*