

EMPLOYMENT OPPORTUNITY

Competition No.	SEL AC 414/14 Please state this number when applying
Position Title:	Ward Clerk
Position Code:	SELWCSURG 99
Facility/ Site/ Location:	Selkirk & District General Hospital, Surgery
FTE:	Casual
Hours of Work:	Hours 7.75 – Nights/Weekends
Union:	MGEU Facility Support
Wage/ Salary:	\$17.044 - \$19.759

Position Summary: Performs general clerical duties related to assigned area. This includes appropriate dissemination and distribution of incoming and outgoing information, record keeping and handling of clerical queries. Maintains confidentiality of patient information. Performs duties specific to nursing area.

Qualifications:

- Grade 12 minimum, completion of recognized course in Medical Terminology. HCA/Health Unit Clerk Certificate preferred.
- Knowledge or training in office procedures required.
- Knowledge of staff schedules and payroll, and/or 1-2 years experience as a Unit Clerk. Other combinations of education/experience may be considered.
- Ability to communicate effectively in oral and written English is required.
- Good communication skills are essential.
- Ability to establish and maintain positive working relationships.
- Ability to perform all mental and physical requirements of the position.

Date Posted: March 28, 2014
Closing Date/Time: April 4, 2014 at 4:00 pm

Please submit Resume/Applications online
or send to:

Human Resources Assistant
Interlake-Eastern Regional Health Authority
P.O. Box 5000 100 Easton Drive
Selkirk, MB, R1A 2M2
Email: hr@ierha.ca
Fax : 204 785 9113 Phone: 204 785 7408

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- **Internal applicants** must include a current resume and copies of all required certificates or licenses with application upon change of classification/ program.
 - **External applicants** must include a current resume and/ or a completed application form and copies of all required certifications or licenses with application. **Must also submit Criminal Record & Vulnerable Sector Check, Child and Adult Abuse Registry Check prior to commencing employment.**

*The Interlake – Eastern Regional Health Authority is committed to increasing the representation of Aboriginal people at all levels within our workforce. We encourage **successful** Aboriginal applicants to self-declare by completing a Voluntary Self-Declaration Form available online @ www.ierha.ca or at any of our sites*