



Red Lake Margaret Cochenour
MEMORIAL HOSPITAL

JOB POSTING

POSITION: Ward Clerk,
Permanent Full-time

CLOSING DATE: Open until filled.

DATE AVAILABLE: Immediately

SHIFT: Rotating six week schedule; 12 hour shifts; day shift only

SALARY: \$27.93 to \$28.66 per hour + Full benefits package, including pension, health/dental, vacations

QUALIFICATIONS:

- Education – minimum Grade 12. Preference will be given to individuals that have completed or are enrolled in a Ward Clerk / Hospital Clerk certification course.
- Preference will be given to individuals with previous experience as a Ward Clerk / Hospital Clerk.
- Preference will be given to those with knowledge of the EMR, medical terminology, and medical ordering.
- Excellent interpersonal skills with the ability to communicate clearly in written and verbal form.
- Sincere interest in working as a team member and providing service to our hospital clients.
- Self-directed individual with the ability to assume responsibility and also work under direction of the Manager of Nursing Services.
- Must be highly organized and able to multi-task.
- Must be able to work with minimum or no supervision.
- Must be able to meet the physical requirements of the position, as defined by the physical demands analysis in compliance with the Occupational Health & Safety Act.

RLMCMH is an 18 bed facility located in beautiful, rural Northwestern Ontario. We offer 24 hour emergency care, acute & chronic care, oncology, diagnostic services, rehabilitation, and a variety of day clinics. The community of Red Lake is home to approximately 5000 residents. The primary industries include mining, tourism, and forestry. The town is approximately a 3 hour drive from Kenora and a five hour drive from Winnipeg.

“Compassionate, quality care – every patient, every time”

P.O. Box 5005 / Hwy 105, Red Lake, Ontario P0V 2M0 / Telephone: (807) 727-2231 Fax: (807) 727-2923 www.redlakehospital.ca

THIS POSITION IS OPEN TO ALL APPLICANTS

Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity, diversity and inclusion in the workplace. Where needed, accommodations for disabilities will be provided, on request, to support participation in all aspects of the recruitment process.

This position is being posted in response to an existing vacancy at Red Lake Hospital.

Those interested in the position are requested to submit cover letter and resume to Simranpreet Kaur (Human Resources Manager) at jobs@redlakehospital.ca

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