

## VACANCY POSTING

<b>DESCRIPTION OF VACANCY:</b>	<b>Temporary Full Time Ward Clerk</b>
<b>POSITION AVAILABLE:</b>	Complex Continuing Care Unit
<b>SHIFT WORK:</b>	Yes
<b>WEEKEND WORK:</b>	Yes
<b>QUALIFICATIONS:</b>	<p>Successful completion of a recognized Ward/Unit Clerk course</p> <p>One Year recent experience (within the past 2 years) working in a Ward clerk position</p> <p>Demonstrated ability to work with patients, members of the health care team and the general public</p> <p>Good attendance and sufficient availability to accommodate a part time shift schedule</p> <p>Demonstrated working knowledge of medical terminology</p> <p>Excellent telephone and public relations skills</p> <p>Demonstrated computer skills with an ability to function in a computerized environment</p> <p>Satisfactory Police Check</p> <p>The successful applicant shall observe strict confidentiality of all patients and hospital related information</p> <p>Successful candidate will ensure that patients are treated within a safe environment</p>

**Interested employees must submit their application in writing, by email only, indicating their ability to meet the above noted qualifications, to [kchambers@wdmh.on.ca](mailto:kchambers@wdmh.on.ca)**

**Winchester District Memorial Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**

***We thank all applicants for their interest, however only those selected for an interview will be contacted.***