

VACANCY POSTING

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| DESCRIPTION OF VACANCY: | Temporary Regular Part Time Ward Clerk |
| POSITION AVAILABLE: | Medical Surgical Unit (approx. 4 months) |
| SHIFT WORK: | Yes |
| WEEKEND WORK: | Yes |
| QUALIFICATIONS: | <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 will be responsible for his/her own professional development</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

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.