



JOB POSTING – WINGHAM SITE

POSITION POSTING # W24-29
POSITION: Ward Clerk
UNIT: Nursing Inpatient / Oncology
STATUS: Temporary Part-time
START DATE: Immediate – November 20, 2024
SALARY RANGE: \$25.92 - \$27.55 per hour

POSITION SUMMARY:

The Ward Clerk performs receptionist and clerical duties on the Inpatient Unit or Oncology Unit to enhance the efficiency of workflow including flow of patients and communication and information sharing in and between units. Provides relief to Emergency Clerk / Switchboard.

QUALIFICATIONS:

- High school diploma or equivalent
- Completion of or Currently Enrolled in a Medical Terminology Course
- 3 – 6 months related experience within the past 5 years

EFFORT:

- Minimal physical effort
- High degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Processing admissions and discharges in cerner system.
- Preparing assignment sheets.
- Answering telephones, faxing referrals, prescriptions.
- Connecting with consultants, Criticall or other organizations as required for patient care.
- Arranging patient transfers, preparing transfer information package. Booking patient appointments outside of the hospital.
- Stocking / maintaining patient charts. Keeping the nurses station organized
- Ordering telephones and T.V.s for patients. Directing visitors
- Staffing calls as appropriate
- Booking transfusions/infusions on the floor

HOURS OF WORK: 0745-1145 and 0800-1400 Monday through Friday, 0800-1400 Saturday & Sunda

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance
careers@lwaha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Date Posted: May 16, 2024 @ 1:00pm

Posting Deadline: Upon Successful Recruitment