

JOB POSTING – Wingham Site

Come work at LWHA!

- ✓ Paid educational opportunities
- ✓ Free staff parking
- ✓ Tuition reimbursement grants based on eligibility
- ✓ Defined benefit pension plan, benefits without waiting period
- ✓ Competitive Salaries

POSITION POSTING # W25-23 - Existing Vacancy
LOCATION: Wingham, Ontario
POSITION: Ward Clerk
UNIT: Inpatient / Oncology
STATUS: Part-time
START DATE: July 09, 2025
SALARY RANGE: \$26.70-\$28.38/hr

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, Critical 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 Sunday. Available to work all shifts including evenings, holidays and weekends.

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@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Date: May 27, 2025 @ 1:00pm

Posting Deadline: June 3, 2025 @ 1:00pm

LWHA is an equal opportunity employer. We are serious about fostering a diverse and inclusive workplace. We encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientations and gender identities. Accommodations are available for any part of the recruitment process upon request.