



## JOB POSTING – WINGHAM SITE

**POSITION POSTING #** W25-E02  
**POSITION:** ClinDoc Super User  
**UNIT:** Clerical, Ambulatory Care Clerk Job Class  
**STATUS:** Expression of Interest for (1) one individual from the part-time or casual staffing pool  
**START DATE:** August 2025 to October 2025

### POSITION SUMMARY:

To become a trained Super User for the ClinDoc project related to Work Queue Management, Referral Management and MyCarePortal streams. The person in this role will receive training specific for the ClinDoc project and will be responsible for training and supporting staff and physicians leading up to and after Go Live dates for the project.

### QUALIFICATIONS:

- Ambulatory Care Clerk Job Class
- Comfortable with the functionalities of the Cerner Applications
- Proficient computer skills
- Ability to effectively troubleshoot basic issues within the Cerner Applications (ie. PowerChart)
- Good communication skills
- Knowledge of principles of adult learning

### POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Attend training sessions and meetings related to the ClinDoc Project as needed
- Attend and support staff at ClinDoc training sessions
- Support staff and physicians post ClinDoc Go Live

**HOURS OF WORK:** Available to work all shifts. Hours of work will be incorporated in the successful incumbent's regular schedule

*Interested applicants are asked to apply, with a letter, indicating their qualifications and pertinent skills to:*

Human Resources  
Listowel Wingham Hospitals Alliance  
[careers@lwaha.ca](mailto:careers@lwaha.ca)

**PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION**

Date Posted: July 3, 2025 @ 1:00pm  
Copies to: Union Representatives, Bulletin Board

Posting Deadline: July 10, 2025 @ 1:00pm