

JOB POSTING – Listowel 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 # L15-109- Existing Vacancy
LOCATION: Listowel, Ontario
POSITION: Switchboard / Registration Clerk
UNIT: Registration
STATUS: Full-Time
START DATE: February 23, 2026
SALARY RANGE: \$28.08 - \$33.03 per hour (5 step grid based on experience)

POSITION SUMMARY:

The Registration clerks work with a multidisciplinary team consisting of physicians, nurses, therapist and other clerical staff in a high traffic area. The clerk will be responsible for patient registration, following up on appointments, management of the central patient index database, directing patients to the correct departments and calling in staff for scheduling purposes. They are responsible for supporting several inter-professional teams working throughout the hospital and clinics. Registration clerks are also responsible for other duties as assigned including calling all CODES.

QUALIFICATIONS:

- Secondary School Diploma
- Medical Terminology Course
- 3 to 6 months experience working in a hospital registration setting

EFFORT:

- Moderate physical effort
- High Degree of Mental Effort

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Maintaining confidentiality.
- Operating the main phone and directing calls appropriately
- Making calls to specialists, patients, other professionals and external support centers
- Scanning in electronic health records charts, creating and maintaining patient charts in addition to sorting them numerically
- Monitor fire alarm panels and security systems
- Update the ministry portals as necessary
- Check in patients for outpatient appointments
- Admit and discharge emergency and inpatient patients.
- Call in staff for departments and update UKG applicably as well as separate sign in sheets and deliver to departments on weekends.
- Make arrangements for patient transfers and fax all paperwork.
- Ability to work with frequent interruptions and to successfully multitask.

HOURS OF WORK: Ability to work all shifts, weekends and holidays

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: December 23, 2025 @ 1:00pm

Posting Deadline: December 30, 2025 @ 1:00pm

Copies To: Bulletin Board

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.

Note: All hospital staff must meet mandatory immunization requirements.