

JOB POSTING - Listowel Site

POSITION POSTING # L26-32
POSITION: Medical Records Department Lead Hand
UNIT: Medical Records
STATUS: Full-time position from the existing pool of full-time staff in Medical Records
START DATE: April 13, 2026
SALARY: Current Hourly Rate + \$1.50 regular paid work hours

RESPONSIBILITIES:

In addition to current role:

- Monitor daily operational activities and support the smooth functioning of departmental workflows.
- Participate in developing short-term weekly or bi-weekly work plans with the Manager.
- Recommend staffing adjustments to the Manager for approval based on workload and departmental needs.
- Provide guidance and support to front-line staff on specific tasks or duties as appropriate to the department.
- Support the new staff orientation process by preparing required materials, organizing documentation, assisting with scheduling as needed, and tracking completion of orientation components.
- Act as the first point of contact for third-party suppliers and vendors.
- Function as the designated site contact in the Manager's absence to address routine issues and maintain departmental continuity.
- Serve as departmental representative on committees or working groups as assigned.
- Monitor to ensure staff are working within safe parameters and complying with required PPE usage. The Manager will address non-compliance matters.
- Monitor inventory of departmental supplies and equipment; recommend reorders, replacements, or repairs when required.
- Assist with departmental policy updates, procedure development, and project coordination by organizing drafts, tracking progress, gathering information, and maintaining documentation.
- Notify the Manager in a timely manner of any significant issues, risks, or operational concerns.

QUALIFICATIONS & ABILITIES:

- Demonstrated ability to work effectively as part of a team.
- Excellent communication skills with a positive and professional approach.
- Flexible, organized, and self-directed in managing duties and shifting priorities.
- Knowledgeable in safe work practices, accident prevention, and proper lifting techniques.
- Able to push, pull, and lift moderately heavy loads as required by the role.
- Strong problem-solving and critical-thinking skills.
- Demonstrated conflict-resolution skills and the ability to navigate challenging situations constructively.
- Commitment to the mission, vision, and values of the organization.
- Demonstrated ability to support projects, follow timelines, and work toward defined goals.
- Strong organizational and planning skills to assist in project or policy-related tasks.

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

Date Posted: March 20, 2026 @1:00pm

Posting Deadline: March 27, 2026 @1:00pm

Copies To: Bulletin Board