

## 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 #** W26-29- Existing Vacancy  
**LOCATION:** Wingham, Ontario  
**POSITION:** Ward Clerk  
**UNIT:** Inpatient / Oncology  
**STATUS:** Casual  
**START DATE:** April 27, 2026  
**SALARY RANGE:** \$27.30 - \$29.02

### 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:** 0730-1130 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](mailto:careers@lwha.ca)

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

Posting Date: April 16, 2026 @ 1:00pm

Posting Deadline: April 23, 2026 @ 1:00pm

Copies to: CUPE, Bulletin Board

*LWHA is an equal opportunity employer. The Listowel Wingham Hospitals Alliance is committed to becoming an organization that honours and includes the diversity of the communities we serve, providing equitable and inclusive care. We value inclusion and diversity and will work to develop and maintain an organizational culture that is welcoming for everyone. 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. Accommodation is available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.*