

JOB POSTING – Wingham Site

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- ✓ Competitive Salaries

POSITION POSTING # W26-108- New Position
LOCATION: Wingham, Ontario
POSITION: Laboratory Clerk
UNIT: Laboratory
STATUS: Temporary Part-Time
START DATE: November 3, 2026 – May 3, 2027
SALARY RANGE: \$26.29 - \$27.95

POSITION SUMMARY:

The Laboratory Clerk assists on a daily basis with maintaining the appropriate level of department flow in outpatient lab.

QUALIFICATIONS:

- High School Diploma or equivalent
- Medical Terminology Certificate
- 0 – 3 months recent related experience in a similar setting preferred

EFFORT:

- Moderate physical effort
- Moderate degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Scheduling appointments via the online platform and Accuro for bloodwork and ECGs based on physician requisitions, including identifying incomplete or inadequate information submitted.
- Order laboratory and office supply inventory as directed
- Answering outpatient laboratory phone calls, responding to scheduling and general inquiries within scope, and directing calls as appropriate.
- Contributes to a team working environment by assisting wherever it is needed or required
- Booking patients unable to access the online booking platform.
- Supporting patient access and navigation concerns.
- Tracking outpatient laboratory phone volume and booking metrics.
- Tracking additional laboratory workload and activity metrics as requested to support operational planning, reporting, and service improvements.
- Receiving requisitions, reviewing for completeness, and filing and maintaining requisitions appropriately.

HOURS OF WORK: Monday to Friday 0800-1200. 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: October 9, 2026 @ 1:00pm

Posting Deadline: October 16, 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.