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 # **W26-103- Existing Vacancy**
LOCATION: **Wingham, Ontario**
POSITION: **Registration**
UNIT: **Registration Clerk**
STATUS: **Temporary Part-Time**
START DATE: **December 1, 2026 – August 1, 2027**
SALARY RANGE: **$30.28 - $32.18**

POSITION SUMMARY:
The Registration clerks work with a multidisciplinary team consisting of physicians, nurses, therapists 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.

QUALIFICATIONS:
- Secondary School Diploma
- Medical Terminology Course
- 3 – 6 months experience working in hospital registration setting

EFFORT:
- Moderate physical effort
- high degree of mental effort

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:
- 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, security systems and complete designated tasks in all Emergency Codes
- Process payments for patients and write receipts
- Update the ministry portals as necessary
- Check in patients for outpatient appointments
- Admit and discharge emergency and inpatient patients.
- Call in staff for departments
- Schedule and organize OR cases after hours
- Keyboarding skills, professional communication skills, both written and verbal
- Ability to establish priorities and organize tasks
- Ability to work with frequent interruptions and to successfully multitask

HOURS OF WORK: 0600-1400; 1400-2200; 2200-0600. 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 1, 2026 @ 1:00pm Posting Deadline: October 8, 2026 @ 1:00pm

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.