



# JOB POSTING

25-05

- POSTION:** Ward Clerk (Casual)
- CLOSING DATE:** When filled.
- DATE AVAILABLE:** Immediately
- SHIFT:** 12 hour day shifts (7 am – 7 pm)
- SALARY:** \$26.78 to \$27.48 per hour + 18% in lieu of benefits / vacation; optional pension

## QUALIFICATIONS:

1. Education – minimum Grade 12.
2. Preference will be given to individuals with previous experience as a Ward Clerk / Hospital Clerk.
3. Preference will be given to those with knowledge of the EMR, medical terminology, and medical ordering.
4. Excellent interpersonal skills with the ability to communicate clearly in written and verbal form.
5. Sincere interest in working as a team member and providing service to our hospital clients.
6. Self-directed individual with the ability to assume responsibility and also work under direction of the Manager of Nursing Services.
7. Must be highly organized and able to multi-task.
8. Must be able to work with minimum or no supervision.
9. Must be able to meet the physical requirements of the position, as defined by the physical demands analysis in compliance with the Occupational Health & Safety Act.

### **THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS**

*Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity. Upon request, accommodation for disabilities can be provided in the hiring process to applicants who meet the required qualifications outlined in the job description.*

Those interested in the position are requested to apply in writing to:

Simranpreet Kaur, Human Resources Manager  
[jobs@redlakehospital.ca](mailto:jobs@redlakehospital.ca)