

Job Posting



Lennox and Addington County General Hospital S.E.I.U. Local 1 Canada, Office & Clerical Emergency Unit Clerk – Part-time Vacancy

Area of Assignment: Emergency

Basic Functions:

As a member of a multi disciplinary team, the Emergency Unit Clerk functions as the Emergency Receptionist and is responsible for providing clerical support for this service and is responsible for ensuring proper functioning of the In-patient and Out-patient registration services.

Hours of Work: Rotating shifts (days, evenings and weekends). This position requires the successful applicant to work two weekends in a three week rotation.

Pay Rate: Will be in accordance with the Wage Scale of the S.E.I.U. Local 1 Canada, Office & Clerical Collective Agreement, classification of Emergency Unit Clerk.

Qualifications:

Education:

- Secondary School Graduation Diploma;
- Medical Terminology Course, required;
- Office Administration/Medical Program or relevant post secondary program preferred.

Experience:

- Recent or related experience preferred.

Required Skills:

- Demonstrated knowledge of the services offered;
- Demonstrated knowledge of the software programs utilized within this position – Microsoft Office suite, Meditech (OE, scheduling, PCI, RAD and Medical Records), PACS;
- Clerical ability to avoid perceptual errors when compiling documents;
- Evidence of strong organizational skills with the ability to organize, multitask, cope with frequent interruptions, meet deadlines and work with minimal supervision;
- Excellent interpersonal skills with demonstrated ability to communicate effectively, courteously and tactfully;
- Ability to work in a team environment;
- Must have previous proven good performance and attendance record.

Physical Requirements:

The applicant must be able to meet the physical demands of this position.

The Lennox and Addington County General Hospital is an equal opportunity employer providing a barrier free workplace supported by the Hospital's Accessibility Plan. Persons with disabilities may request accommodation at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the position. Applicants need to make their requirements known when contacted.

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The Lennox and Addington County General Hospital is a smoke free organization.

If you are interested and possess the qualifications listed above you are invited to apply in writing to:

**Human Resources, Lennox and Addington County General Hospital,
8 Richmond Park Drive, Napanee, ON K7R 2Z4.
Phone: 613-354-3301 ext. 221
Fax: 613-354-0729
Email: hr@lacgh.napanee.on.ca**

We thank all applicants, however, only those selected for interviews will be contacted.