



Job Posting Reference #: C.2025.03

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

Area of Assignment: Emergency Department

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: All Shifts.

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 annual review education completed;
- Must have previous proven good performance and attendance record.

Physical Requirements:

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

We prioritize staff wellbeing at LACGH by endeavoring to create schedules that allow work-life balance, providing free parking to all staff, and our Employee Wellness Program

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

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Bona-fide requirements for the position. Applicants need to make their requirements known when contacted.

The Lennox and Addington County General Hospital is a smoke/vape 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. 456

Fax: 613-354-0729

Email: hr@lacgh.napanee.on.ca

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