

ESPANOLA REGIONAL HOSPITAL AND HEALTH CENTRE

Temporary Part-Time COVID-19 Assessment Centre Support Workers

We are currently looking for a temporary part-time support works for our COVID-19 Assessment Center. The successful candidates will be responsible for supporting an on-site portable COVID-19 testing center, by offering both administrative and operational support. The duties will include but are not limited to, daily set-up, ensuring proper documentation of patient information, assisting Registered Nurses with the non-clinical aspects of specimen collection, triaging calls and messages from community members, obtaining and confirming demographics and registering patients into Meditech.

Qualified candidates will possess a college diploma in medical office administration or another relevant field of study. In addition, qualified candidates will demonstrate excellent communication and strong interpersonal skills, superior problem solving and time management skills. Experience working in a Hospital setting is preferred. Must be available to work a flexible schedule including weekends.

Please submit your resume and cover letter in confidence to:

Human Resources Manager
Espanola Regional Hospital and Health Centre
825 McKinnon Drive
ESPANOLA, ON P5E 1R4
Fax (705) 869-4039
Email: recruitment@esphosp.on.ca

This competition will remain open until position is filled.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted.