

Join our team!

Two (2) Permanent Part-Time Long-Term Care Ward Clerks

The successful candidates will be responsible for greeting the public, answering all inquiries, relaying information promptly to appropriate staff, performing all clerical duties, assisting with scheduling when required, and organizing the Nursing/PSW Stations to facilitate the efficient operation of the units.

In addition, the successful candidates will foster and support a team environment to ensure the attainment of our organization objectives and will act as a role model for all staff and promote the reputation of the facility in the community.

The Espanola Regional Hospital and Health Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.

Only applicants who have been selected for an interview will be contacted. This position will remain open until it is filled.



- Community College diploma in Office or Business Administration or an equivalent combination of experience and education
- Demonstrated proficiency in computer applications (Microsoft Office Suite)
- Superior organizational skills
- Excellent communication skills and strong interpersonal skills
- Minimum of two years' experience in a recent related position
- Ability to provide regular attendance
- Bilingualism in French and English is an asset

Duties:

- Process orders pertaining to Lab, X-ray and appointments
- Enter various basic information on the patients' charts i.e. lab, x-ray reports after checked by Nursing
- Prepare charts for all patient admissions and discharges
- Ensure units have adequate levels of supplies
- Handle correspondence, filing, photocopying, scheduling meetings, and distribution of information to departments for Director of Care
- Answer nurse call system and relays message to appropriate nursing staff
- Notify staff of any education activities
- Participate in orientation of new staff
- Porter patients as required
- Complete public tours of the LTC home
- Serve as the backup for the staff scheduler

Benefits:

- Wage is \$24.14 - \$27.16 per hour based on experience.
- 14% paid in lieu of benefits
- 6% paid in lieu of vacation
- Eligible to participate in Healthcare of Ontario Pension Plan (HOOPP) immediate upon hire

To apply, please email your resume outlining your relevant experience to:

recruitment@esphosp.on.ca