**PERTH & SMITHS FALLS DISTRICT HOSPITAL**
**INTERNAL JOB POSTING**
**CUPE 2025-91**

**DATE:**          April 24, 2025

**DEPARTMENT:**  COMMUNICATIONS

**POSITION:**     COMMUNICATIONS/ SWITCHBOARD CLERK – TEMPOARY FULL-TIME

**SUMMARY OF DUTIES:**
To greet and provide routine telecommunications services for staff, patients, visitors; respond and react to Emergency Codes for the Perth & Smiths Falls District Hospital.

**MINIMUM REQUIREMENTS/ QUALIFICATIONS MUST HAVE:**
- Minimum Grade 12 Diploma
- Excellent communication and interpersonal skills
- Computer literate
- Excellent organizational skills
- Medical Terminology Course
- Excellent typing skills

**ASSET:**
- Office Administration Diploma
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of Meditech system
- Previous experience in Switchboard systems

**SALARY:** $24.694 - $25.363 - $26.043 - $26.713 - $27.392

**SHIFTS:**   Days/Weekends (Subject to scheduling change as per management rights and Article G.01 of the CUPE Collective Agreement).

**CLOSING DATE:**  May 1, 2025 at 4:00 PM

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 **How to apply:** Please quote the job number and email HR@psfdh.on.ca.

*Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.*

*Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code.  Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283- 2330 ext. 1132 for assistance.*

*We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.*