

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL
INTERNAL JOB POSTING
CUPE 2023-102**

DATE: November 17, 2023

DEPARTMENT: Med/Surg – Smiths Falls

POSITION: PATIENT CARE UNIT CLERK
PERMANENT PART TIME POSITION (2 positions)

SUMMARY OF DUTIES:

Performs reception and telephone duties. Communicates various admissions, discharges and performs all general clerical duties.

MINIMUM REQUIREMENTS/QUALIFICATIONS MUST HAVE:

- Secondary School Diploma
- Excellent communication and interpersonal skills
- Ward Clerk Administration Course or equivalent Health Care education.
- Medical Terminology
- Keyboard/Computer skills

PREVIOUS EXPERIENCE REQUIREMENTS

- Related experience in a Health Care role.

SALARY: \$24.317 - \$ 24.870 - \$25.469- \$26.034 - \$26.610

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

CLOSING DATE: November 24, 2023 at 4:00 p.m.

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

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.