

The Perth and Smiths Falls District Hospital is a fully accredited acute care health care organization located on two state-of-the-art sites. The hospital is situated in the heart of the Rideau Canal region and proudly provides health services to more than 60,000+ people in the surrounding communities

Patient Care Unit Clerk Casual Positions

The Patient Care Unit Clerk performs a variety of tasks and services for the patients, nursing and medical staff and management of the Hospital. The Patient Care Unit Clerks duties encompass a wide variety of tasks including reception and telephone, admissions, discharges, transfers, processing of doctors orders, filing payroll preparation, order of supplies, compiling unit statistical data, and coordinating these activities with all departments, physicians, nursing staff and other medical facilities as required.

EDUCATIONAL REQUIREMENTS

- Medical Terminology Course
- Ward Clerk Administration Course or equivalent Health Care education.

PREVIOUS EXPERIENCE REQUIREMENTS

- Related experience in a Health Care role.

**The Human Resources Department
Perth and Smiths Falls District Hospital
60 Cornelia Street West
Smiths Falls, Ontario K7A 2H9
Email – hr@psfdh.on.ca
Fax - (613) 283-0520
Telephone - (613) 283-2330 Ext. 1132
Website - www.psfdh.on.ca**

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.