



ER / Ward Clerk Part Time Permanent

Geraldton District Hospital is seeking an enthusiastic, organized and self-motivated individual to join our Clerical Team to perform clerical/registration/admitting functions required for the operations of the Emergency and Out-patient department, the coordination of communications, and to act as a receptionist.

Duties Include:

- Performs clerical functions related to emergency department activities
- Acts as a receptionist for the Emergency department
- Performs all patient registration activities related to emergency/outpatient and admitting
- Assists with the processing of physician orders. Enters lab and imaging orders in Meditech for checking by RN/RPN
- Arranges patient transfers electronically, via PTAC, to other facilities
- Updates the Provincial Hospital Resources System (PHRS) daily, as per policy
- Coordinates communication effectively, both internally and externally, pertaining to patient-related and unit activities
- Maintains accurate patient registration databases
- Participates in the compilation of month-end statistical information and daily census
- Performs switchboard duties as required
- Provides relief for AC and/or LTC clerks as required
- Orders and stocks appropriate supplies for the Unit obtained from Material Management
- Maintains petty cash and collects monies as related to emergency department patient activities

Qualifications:

- Secondary School Diploma
- Knowledge of medical terminology and/or successful completion of a recognized medical terminology course
- General office assistant diploma or certificate at the community college level or other related post-secondary education is preferred.
- Minimum of one year of recent, related experience in a clerical role, including receptionist/switchboard duties
- Recent, related experience in a hospital or medical clinic setting is preferred
- Bilingualism in both official languages is an asset
- Knowledge and understanding of the Indigenous cultures/languages is an asset

If you interested in combining a fulfilling lifestyle with a challenging opportunity, please submit your application and resume in confidence, by email, to hr@geraldtondh.com

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.