**As a fully accredited, progressive health care organization, Geraldton District Hospital is committed to providing high quality services to residents of Greenstone and surrounding First Nations communities.**

**With 23 acute care beds, 26 long-term care beds, a 24-hour emergency department and a heliport, Geraldton District Hospital provides an array of services, including clinical nutrition, diagnostic imaging, laboratory, outreach chemotherapy, rehabilitation social work and telemedicine.**

**For more information about Geraldton District Hospital, visit www.geraldtondh.com**

**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

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

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](mailto:hr@geraldtondh.com)