



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 Temporary Part Time (Up to 1 Year)

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