



L'HÔPITAL  
DU DISTRICT DE  
GERALDTON  
DISTRICT  
HOSPITAL  
GERALDTON  
OODENA AAKOZIIWIGAMIG

## **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.

### 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

Please submit your application and resume in confidence, by email, to

[hr@geraldtondh.com](mailto:hr@geraldtondh.com)

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