



Campbellford Memorial Hospital

146 Oliver Road, Campbellford, ON K0L 1L0 • 705-653-1140 • www.cmh.ca

Job Posting – CUPE Local 2247

C25-74

Position: Permanent Part-time Unit Clerk

Department: Inpatient Unit

Classification: Permanent Part-time

Position summary: Campbellford Memorial Hospital is seeking a dedicated and reliable Unit Clerk. The Unit Clerk provides administrative and clerical support to ensure efficient operation of hospital units. Responsibilities include preparing and maintaining patient charts, transcribing physician orders (excluding medications), and acting as the unit receptionist for visitors and staff. The role involves handling multiple communication systems, promoting positive public relations, and floating between the Emergency Department and Medical/Surgical Unit as needed. Strong computer skills, excellent communication, customer service, and organizational abilities are essential, along with the ability to work independently, maintain confidentiality, and adapt to a changing environment.

Qualifications:

- Related post-secondary school education (Unit Clerk/Medical Secretarial Course) or equivalent combination of education and experience (at least two years' experience in a healthcare setting as a Unit clerk)

Required Skills:

- Excellent computer skills and keyboarding skills with knowledge of Microsoft Office Suite, Outlook, EPIC and/or other healthcare-related applications
- Excellent communication skills (verbal and written), including medical terminology
- Excellent customer service skills, including the ability to work with the patient population in a respectful, sensitive and confidential manner
- Sound time management/organizational skills and the ability to work independently with efficiency and effectiveness.
- Demonstrates ability to work in compliance with ethical behaviours and confidentiality in a health care setting.
- Demonstrated ability to maintain effective working relationships with peers and management.
- Professional, calm, pleasant approach to deal with changing environment and workload.
- Ability to work in a safe manner, consistent with policies for patient and employee safety
- Ability to demonstrate and maintain good attendance and punctuality

Duties:

- Assembles, prepares and maintains patient charts and records according to hospital policy and procedures
- Transcribes and processes physicians' written orders except medication orders according to established procedure.
- Acts as the unit receptionist for visitors, hospital guests, hospital personnel and physicians.
- Promotes and maintains good public relations with external agencies and persons as well as internal departments and staff
- Handles multiple telephone lines, computer, intercom system, written information and verbal/personal contact
- Will float between the Emergency Department and Medical/Surgical Unit
- Other related duties as assigned

Hours of Work: Day shift (7:30am to 7:30pm), 7 day rotating schedule including weekends and holidays.

Our Purpose: We Touch Lives with Care

Wage Rate: \$26.72 to \$28.35

Union Details: This position follows the CUPE Local 2247 collective agreement, Article 9.05, which governs job classifications and seniority rights.

Application Process: Submit applications quoting Competition Number C25-74 to Jennifer Bonnici Elias, Human Resources, via email at career@cmh.ca by November 21st, 2025.

Accommodations: If you require accommodations during any part of the application process, please notify **Jennifer Bonnici Elias** at jbonnicielias@cmh.ca. All requests will be handled in confidence in compliance with accessibility standards.

