

Unit Clerk – Medical/Surgical/ED (Permanent Part-Time)

Primary 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

Education & Experience

- 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)

Skills & Abilities

- 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

How to Apply: Email your resume and cover letter to careers@cmh.ca with the job title and competition number **C24-33** in the subject line. Due to a high volume of applicants, only those selected for an interview will be contacted.

Our Hospital: Campbellford Memorial Hospital is looking for compassionate and innovative team members to join our team. At CMH we have a 38-bed in-patient unit, Emergency Department, Day Surgery, Diagnostic Imaging, Laboratory and more. We serve the area between Peterborough and Belleville, providing the only Hospital between these two larger centres. Apply today to become part of our proud team of warm and caring professionals!

Our Community: Campbellford is a small, picturesque town in the heart of the municipality of Trent Hills. Living in Trent Hills will bring you closer to nature, offering an outdoor lifestyle with close proximity to the Trent Severn Waterway, Ferris Provincial Park, and a wealth of trails for ATVs and snowmobiles.

We thank all applicants for their interest in Campbellford Memorial Hospital. In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
