



COMMUNICATION CLERK-BED MANAGEMENT (Job Id 1055)

LOCATION	UNION	WORK TYPE
St. Mary's General Hospital	Clerical	FT
POST DATE	CLOSE DATE	ASSIGNMENT END DATE
4/30/2021	5/7/2021	n/a
SHIFT	# OF OPENINGS	MIN/MAX HOURLY RATE
12 hours	1	\$24.49-25.92

St. Mary's General Hospital's renewed vision of 'Inspiring excellence. Healthier Together' lays out a plan for growth, and innovation that will keep pace with the community and region that it serves. It also reflects our strong culture and values of compassion, respect, inclusion, integrity, collaboration and innovation that we bring to each interaction with patients and each other within the hospital and extends that commitment to how we will work with our partners across the health system. When you join St. Mary's, your contribution will make a positive impact to the quality of life for patients and families. You will contribute to our mission: Living the legacy – Compassion. Faith. Discovery.

New employees must provide documentation of a 2-step TB screening, as well as proof of immunity to measles, mumps, rubella, and varicella (chickenpox) prior to their start date at St. Mary's General Hospital. **Staff will require clearance from Employee Health and Wellness before they are able to begin any position within SMGH.**

Position Summary:

The Registration Clerk/Bed Allocator is a member of the Patient Services Health Care Team. As a member of the team, he/she is responsible for the registration/admission process of patients in a courteous, efficient manner while meeting the needs of the hospital, healthcare providers and patients. The clerk will initiate the planning process for allocation and transfer of current and anticipated patients to the appropriate services and accommodations. The clerk will provide clerical support which will enhance the overall operation of an effective department

Position Requirements:

- Successful completion of Grade 12 or equivalent
- Completion of a Medical Terminology Course

- Successfully able to keyboard at a consistent speed of 50 w.p.m. with accuracy and minimal error
- Able to effectively work and accomplish daily tasks and duties with minimal supervision
- Basic computer knowledge including experience with Microsoft Word, Excel and Meditech
- Successfully able to perform their function in accordance with prescribed standards that focuses on the priority of People Safety and the delivery of the highest standard of Quality Care
- Demonstrate the physical and mental capabilities necessary for proper and efficient performance of the essential duties of the position

Preferred Requirements:

- Completion of a Business Administrative College Diploma

All interested applicants are to email their resume and cover letter to recruiting@smgh.ca quoting the JOB ID # in their subject line.

SMGH fosters a culture of inclusiveness, patient and staff safety. All reasonable accommodations will be made for this position.

Application Instructions:

*As per the collective agreement, the internal recruitment process will be completed prior to the consideration of external applications.

Accommodations are available during all stages of the recruitment process in accordance with the Human Rights Code. SMGH requires all new hires to submit a valid Criminal Record Check that may include a Vulnerable Sector Screen prior to start date.

SMGH is committed to complying with the Accessibility for Ontarians with Disabilities Act (AODA) to provide an inclusive, barrier free workplace. We will accommodate the accessibility needs of individuals with disabilities to support participation in all aspects of the recruitment process. Should you require this accommodation, please contact the HR Administrator.

We would like to thank all candidates in advance for their interest and only those candidates selected for an interview will be contacted. Due to the volume of applications we receive, we are unable to confirm the receipt of individual applications or resumes.