



## COMMUNICATION CLERK-EMERGENCY (Job Id 1057 &1058)

LOCATION	UNION	WORK TYPE
St. Mary's General Hospital	Clerical	PT & 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	2	\$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 Communication Clerk is a member of the health care team responsible for coordinating communication in and out of the unit, transcription of orders and all clerical functions that enhance the overall operation of an effective communication center. Communication Clerks tabulate and maintain all statistics relating to the activity in the department as well as performs other related duties as assigned.

### **Position Requirements:**

Minimum Grade 12 education or equivalent

Graduate of a Certified Medical Terminology Course

Minimum of three (3) years of previous office experience; Preference will be given to candidates with previous Communication Clerk experience

Keyboard at a minimum of 50 w.p.m., plus experience with Microsoft Word and Excel

Strong interpersonal skills and ability to present a positive image to customers and public

Excellent verbal and written communication skills

Strong organizational skills

Able to work with minimal supervision

Must have a positive work record; Good attendance and a level of physical fitness appropriate for the physical demands of the position

**All interested applicants are to email their resume and cover letter to [recruiting@smgh.ca](mailto: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, 519-749-6578 ext. 6669.

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.