



Temporary Part Time Patient Registration Clerk

Position posting number: 210336

Rate of Pay: Reference Office & Clerical Collective Agreement

Schedule: Temporary Part Time Assignment

Location: Kincardine

Applications are currently being accepted for a Temporary Part Time Patient Registration Clerk for the Kincardine site of the South Bruce Grey Health Centre.

This temporary position is no to exceed September, 2021. If the position is going to end prior to September, 2021 or exceed September, 2021 two weeks' notice will be provided.

Applicants must meet the following criteria:

- Minimum Grade 12 O.S.S.D. with preference being extended to previous experience in a business office environment with a financial component and medical terminology.
- Post-secondary education in medical terminology or medical administration preferred.
- Switchboard operator experience preferred.
- Attention to detail and accuracy.
- Patient Service focused.
- Typing – 40 WPM
- Excellent interpersonal and communication skills.
- Ability to exercise good judgement in recognizing situations that may require immediate attention of appropriate person/people.
- Ability to work independently with minimum supervision.
- Ability to work all shifts including days, evenings, nights and weekends
- Demonstrate excellence in attendance in a current position.
- Knowledge of and adherence to Occupational Health and Safety practices.

To be considered for this position please submit resumes to Human Resources by email to postings@sbghc.on.ca clearly indicating the posting number noted above.

SBGHC is an equal opportunity employer. We thank all applicants, however, only those selected for an interview will be contacted. SBGHC will provide reasonable accommodation in compliance with AODA when notified by a candidate that accommodation due to a disability is required for the interview process.