

# Unit Clerk

**Employer:** North Shore Health Network  
**Posted:** 4 weeks ago  
**ES Job ID:** 4720  
**Sector(s):** Healthcare, Office & Administration  
**Salary:** 26.63

**Closing Date:** May 09, 2024  
**Location:** Thessalon  
**Duration:** Full Time

## Job Description:

### THE ROLE:

The Unit Clerk plays the vital role of supporting the clinical operations by being the first point of contact for patients and families. The Unit Clerk assists in health care data collection and management duties to ensure information is gathered, complied, relayed and followed up on in a timely manner. In addition, the Unit Clerk maintains communication with external and internal stakeholders, providing effective, efficient and safe patient

Salary Range: \$26.63/hr - \$28.44/hr

Benefits: Pension Plan Available (HOOPP, Hospitals of Ontario Pension Plan); Part-time status employees are entitled to a percentage in lieu of benefits.

## Required Skills:

### MANDATORY QUALIFICATIONS/EDUCATION:

- Health Administration/Office Administration certificate, or successful completion of a Medical Terminology course with experience in a clerical/support staff role

### PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Computer competency in Microsoft environment including experience in the development of spreadsheets, Word, Power Point and Outlook
- Proficient in data entry
- Competent language skills
- Excellent interpersonal skills
- Meditech application

## Requirements:

### ASSETS:

- Recent experience in a support/clerical role in a healthcare setting
- Bilingual
- Experience working with health information systems ie: Meditech
- Excellent attendance record

## How to Apply:

POSTED: April 25, 2024 \*This posting will remain open until filled, however, the selection process is scheduled to begin within two weeks of the Posted date.

Interested applicants are asked to submit résumé via email to: [humanresources@nshn.care](mailto:humanresources@nshn.care)  
Only candidates selected for an interview will be contacted.



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NSHN is committed to equity, diversity and inclusion, and creating barrier-free employment opportunities. In accordance with the Accessibility for Ontarians with Disabilities Act (A.O.D.A.); the Ontario Human Rights Code; requests for accommodation will be considered as part of the recruitment, interview, selection and hiring processes.

Please be advised that there is a Mandatory COVID-19 vaccination policy in effect.

**SAULT STE. MARIE**  
WEBINQUIRYSSM@SAULTCOLLEGE.CA  
705.945.0705

477 Queen Street East, Suite 203  
Sault Ste. Marie, ON P6A 1Z5

**BLIND RIVER**  
WEBINQUIRYBR@SAULTCOLLEGE.CA  
705.356.1611

1 Industrial Park Road, Suite 205  
Blind River, ON P0R 1B0



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