



SOUTH BRUCE GREY HEALTH CENTRE

CHESLEY | DURHAM | KINCARDINE | WALKERTON

Part Time Patient Movement and Flow Staffing Clerk

Position posting number: 2208158

Rate of Pay: Reference Office and Clerical Collective Agreement

Schedule: Part Time Assignment

Location: Walkerton

Applications are currently being accepted for a Part Time Patient Movement and Flow Staffing Clerk for the Walkerton site of the South Bruce Grey Health Centre.

Applicants must meet the following criteria:

- Medical Administrative certificate / diploma from a recognized college preferred, or 2 plus years of Ward Clerk/Registration Clerk required
- Knowledge of medical terminology required
- Cerner PM Office experience required
- Excellent customer service skills required
- Possess strong computer skills using a variety of computerized database programs including Microsoft Office applications with proficiency in Word and Excel
- Strong organizational skills with ability to multi-task and prioritize in a busy work environment required
- Previous experience with a multi-trunk tele-communication system an asset
- Proven interpersonal skills and excellent communication skills required
- Ability to provide the flexibility and availability to meet the scheduling needs of the department
- Ability to utilize Cerner patient information system, which includes ADT procedures, FirstNet tracking & triage registration, statistical verification, and census reporting
- Self-directed to work independently with minimal supervision and also able to work collaboratively in a team environment
- Exceptional attention to detail with ability to maintain accurate records and documentation
- Must be able to respect and maintain confidentiality
- Knowledge of and adherence to SBGHC Core Values (Leadership, Integrity, Excellence, Empathy, Accountability, Collaboration and Safety First)
- Advocates and supports a culture of patient safety and demonstrates an understanding of how the department service and assigned responsibilities contribute to overall patient safety at SBGHC through patient safety knowledge, skills and attitudes
- Recent satisfactory performance with demonstrated excellence in attendance with less than 6% absenteeism required
- Knowledge of and adherence to Occupational Health & Safety and infection control principles

39-2ND STREET, SE
CHESLEY, ON N0G 1L0
T 519-363-2340
F 519-363-9871

320 COLLEGE STREET
DURHAM, ON N0G 1R0
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1199 QUEEN STREET
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WALKERTON, ON N0G 2V0
T 519-881-1220
F 519-881-0452



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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.

Note: As a condition of employment, you are required to submit proof of COVID-19 vaccination to the Hospital's Occupational Health and Safety department. Successful candidates will be required to submit proof of COVID-19 vaccination (two doses) from the Ontario Ministry of Health website or other authorized source directly to the Occupational Health and Safety department. In the event that you are unable to be vaccinated as a result of a ground protected under the Human Rights Code, you may submit a written explanation of the ground and any supporting documentation to determine if you are exempt from this requirement to the recruitment team.

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