



Temporary Part Time Patient Registration Clerk

Position posting number: 2405100

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 not to exceed November 2024. If the position is going to end prior to November 2024 or exceed November 2024 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.
- St. John's Ambulance Medical Terminology course or similar course approved by the Hospital (or must obtain within three (3) months of employment).
- Knowledge of MS Word and Excel (preferred).
- Possess technical skills in the use of spreadsheets.
- Attention to detail and accuracy.
- 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.
- Recent satisfactory performance with demonstrated excellence in attendance in a current position.
- Adherence to SBGHC's Core values (Teamwork, Empathy, Accountability, Mutual Respect, Safety), policies and procedures, Occupational Health & Safety and Infection Control practices and principles.
- Advocates and supports SBGHC's culture of patient safety.

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.

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 of the COVID-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to start date) 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.



**SOUTH BRUCE GREY
HEALTH CENTRE**

CHESLEY | DURHAM | KINCARDINE | WALKERTON

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.