

## Part Time Scheduling and Administrative Clerk

**Position posting number: 240597**

**Rate of Pay: Reference Office & Clerical Collective Agreement**

**Schedule: Part Time Assignment**

**Location: Walkerton, Kincardine**

Applications are currently being accepted for a Part Time Scheduling and Administrative Clerk position for the Walkerton and Kincardine sites of the South Bruce Grey Health Centre. This position will be scheduled two shifts per week.

Reporting to the Patient Care Manager, this position is responsible for development of nursing departmental schedules, and replacement of short- and long-term vacancies. In addition to scheduling and staffing duties, this position supports the Patient Care Managers through coordinating and preparing for scheduling meetings, maintaining schedules and payroll entry. Further, this position provides and assists with administrative duties as assigned, which may include administrative management of policy revisions, collection of department specific metrics, and assisting in meeting coordination and minuting.

### **Applicants must meet the following criteria:**

- Medical Administrative certificate / diploma from a recognized college, or 2 plus years of Ward Clerk/Registration Clerk/scheduling experience preferred
- Knowledge of medical terminology preferred
- Cerner PM Office experience preferred
- 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
- 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 in a current position



- Adherence to SBGHC's Core values (Teamwork, Empathy, Accountability, Mutual Respect, and 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](mailto: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.

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.