SOUTH BRUCE GREY
HEALTH CENTRE
CHESLEY | DURHAM | KINCARDINE | WALKERTON

Part Time Patient Registration Clerk

Position posting number: 260591
Rate of Pay: $26.19 – $28.29 per hour
Union: OPSEU – Office & Clerical
Schedule: Part Time Assignment
Location: Kincardine, Walkerton
Vacancy: Existing

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

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.

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.

Thank you for your continued interest in South Bruce Grey Health Centre. We deeply value and celebrate the principles of equity, diversity, inclusion, and belonging, as they are integral to the enrichment of our work environment. We believe that by fostering an inclusive and diverse community, we can achieve our mission of providing exceptional healthcare services to all individuals with compassion and respect. We encourage applicants from all backgrounds to apply. We welcome those who would contribute to the further diversification of our organization including, but not limited to

women, racial or ethnic minorities, First Nations, Inuit, and Métis peoples, persons with Disabilities, and 2SLGBTQI+ communities.