



As a fully accredited, progressive health care organization, Geraldton District Hospital is committed to providing high quality services to residents of Greenstone and surrounding First Nations communities. With 23 acute care beds, 26 long-term care beds, a 24-hour emergency department and a heliport, Geraldton District Hospital provides an array of services, including clinical nutrition, diagnostic imaging, laboratory, outreach chemotherapy, rehabilitation, social work and telemedicine. For more information about Geraldton District Hospital, visit www.geraldtondh.com

Ward Clerk – Long Term Care Temporary Full Time (18 Months) Monday to Friday \$24.768 - \$28.190 per hour

Geraldton District Hospital is seeking an enthusiastic, organized and self-motivated individual to join our Long-Term Care team to assist with the day-to-day operations of the Long-Term Care department, including data entry, scheduling meetings and taking minutes, and other administrative duties as assigned. The successful applicant must be organized, adaptable and function well in a fast-paced environment.

Qualifications and Experience:

- Secondary School Diploma is Required
- Post-Secondary Office Administration Certificate or equivalent current experience is required
- Aptitude for current computer software applications, with knowledge of Excel applications and demonstrable proficiency in Microsoft Office is required
- Experience in health care is an asset
- Knowledge of Point Click Care software is an asset
- Excellent communication, organizational and interpersonal skills
- Initiative in managing multiple priorities
- Ability to work independently with minimal supervision
- Ability to communicate in both official languages would be an asset

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.

If you interested in combining a fulfilling lifestyle with a challenging opportunity, please submit your application and resume in confidence, by email, to:

hr@geraldtondh.com