WEENEEBAYKO AREA HEALTH AUTHORITY
Human Resources Department
P.O. Box 664, Moose Factory, Ontario P0L 1W0
Tel: 705-658-4544 Fax: 705-658-4917
www.waha.ca

EMPLOYMENT OPPORTUNITY:

Position: **Screening Clerk**
Site: **Moosonee Health Centre**
Division: **Patient Care**
Reports to: **Director of Patient Care**
Status: **Casual**

Weeneebayko Area Health Authority (WAHA) is seeking candidates to fill the key roles of **Screening Clerks.**

The Organization

Weeneebayko Area Health Authority (WAHA) is the leading health care provider on the western James Bay coast. WAHA comprises of hospitals in Moose Factory, Fort Albany, and Attawapiskat, with a Health Centre in Moosonee. WAHA also provides regional outpatient programs, as well as Paramedicine services in Moose Factory, Moosonee, Fort Albany, Kashechewan, Attawapiskat, and Peawanuck. The span of services, complexity of care needs in the region, and the depth of health integration has made WAHA a leader and a model of health care services in Northern Ontario. WAHA consists of 450 employees, a Physician team, many students, as well as community stakeholders. It is affiliated with Queens University and offers many educational opportunities for current and prospective team members.

Position Profile Requirements:

- Flexible and able to adapt to quickly changing environments
- Demonstrated ability to multitask and strong prioritization skills
- Excellent oral and written communication skills
- Proven customer service skills

Key Responsibilities:

- Screening Patients, Staff and Visitors of WGH site for Signs and Symptoms of Respiratory illness
- Direct Patients, Staff, and other persons appropriately through the WAHA Screening process
- Communicate effectively the policies and procedures set out by WAHA related to screening
- Maintain professionalism and attend in person training session(s) with screening supervisor; Knowledge of the privacy requirements of the Personal Health Information Protection Act and the Health Care Consent Act

Qualifications/Experience:

- Secondary School Diploma or equivalent
- Preferred Office Administration Certificate or Business Administration or Health related field
- Experience in Office settings or Administrative Role
- Knowledge of computer software and office equipment.
- Must be able to maintain strict confidentiality
- Certificate in Medical Terminology is an asset
- English is essential for this position
- Ability to communicate in the local native Cree language is an asset

How to apply:

The successful candidate must provide a valid **Criminal Record Check** within a specified time frame

Please apply in writing, providing three recent work references, quoting Competition **#2021-089** to:

Human Resources
Weeneebayko Area Health Authority
P.O. Box 664
Moose Factory, ON P0L 1W0

- The competition will remain open until suitable candidates is hired
- Resumes can be emailed to **jobs@waha.ca** or faxed to 705-658-4917
- For more information contact the Human Resources team by email above
- Only those selected for an interview will be contacted

Weeneebayko Area Health Authority is an inclusive employer. Accommodations are available in accordance with the Ontario Human Rights code and Accessibility of Ontarians with Disabilities Act, 2005.

Posted: May 5, 2021