



WEENEEBAYKO AREA HEALTH AUTHORITY

Human Resources Department

P.O. Box 664, Moose Factory, Ontario P0L 1W0

Tel: 705-658-4544

Fax: 705-658-4917

EMPLOYMENT OPPORTUNITY:

Position: Clinical Assistant/File Clerk
Site: Fort Albany
Division: Patient Care
Reports to: Director of Patient Care
Status: Casual

The Weeneebayko Area Health Authority (WAHA) is seeking a qualified professional to fill the key role of Clinical Assistant File Clerk.

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:

- Demonstrated ability to work within a team
- Motivated to support all members of the department
- Dedicated professional who adheres to deadlines
- Organized with strong time management skills
- Able to work with minimal supervision

Key Responsibilities:

- Greet and welcomes clients and directs them to appropriate person/office
- Answer, screen, and forward incoming phone calls
- Patient Registration, collects and maintains patient index and records
- Communicate and develop a strong relationship with the team members.
- Maintain professionalism and attend training to remain current in the role and field

Qualifications & Experience:

- Successful completion of Secondary school or equivalent
- Relevant experience in clerical administration supports
- Effective communication skills - verbal and written
- Knowledge of Microsoft Office programs
- Experience working in a health care setting is considered 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 #2021-149 by 12:00 noon on Monday, August 23, 2021 to:

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

- Resumes can be emailed to jobs@waha.ca or faxed to 705-658-4917
- For more information contact the HR 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: August 16, 2021