**Weeneebayko Area Health Authority**
19 Hospital Drive
P.O. Box 664
Moose Factory, ON
P0L 1W0
Canada

**T:** 705-658-4544
**W:** www.waha.ca

# EMPLOYMENT OPPORTUNITY:

**Position:** **Unit Clerk- Covid**
**Site:** **Weeneebayko General Hospital – Covid Assessment Centre**
**Division:** **Patient Care**
**Reports to:** **Clinical Manager**
**Status:** **Full-time Term (November 12 to January 15)**

**Weeneebayko Area Health Authority (WAHA)** is seeking experience candidate to fill the key role of **Unit 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:

- 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:

- Working with the Nursing staff on administrative duties
- Answer, screen and forward incoming phone calls
- Register Patients accordingly and ensure all demographics are updates
- Maintain professionalism and attend training to remain current in the role and field Knowledge of the privacy requirements of the Personal Health Information Protection Act and the Health Care Consent Act

Qualifications/Experience:
- Successful completion of secondary school
- Preferred 2-year diploma in Administration Assistant or Business Administration
- Certificate in Medical Terminology
- Training and experience working with computers, general office and reception duties
- Must be able to maintain strict confidentiality
- 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 **#2021-179** 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
- Internal applicants who meet the qualification and experience requirements and are in good standing with the organization's attendance management policy are strongly encouraged to apply

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: October 13, 2021