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: 2nd Posting

Position:	Inpatient & Day Surgery Records Clerk
Site:	Moose Factory
Division:	Health Information
Reports to:	Supervisor of Medical Records & Patient Registration
Status:	Permanent Full Time

The **Weeneebayko Area Health Authority (WAHA)** is seeking a qualified professional to fill the key role of **Inpatient & Day Surgery Records 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 Constance Lake. 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:
- Demonstrates 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
- Able to work with minimal supervision

Key Responsibilities:
- Maintain of patient records as well maintain department privacy & strict confidentiality
- Review all inpatient and day surgery records to ensure completeness
- Communicate and develop a strong relationship with the team members
- 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 or equivalent
- Relevant experience in clerical administration supports and Medical terminology
- Effective communication skills – verbal and written
- Knowledge of Microsoft Office programs and office equipment
- Experience working in a health care setting is considered an asset

Benefits:
- Defined contribution pension plan (HOOPP)
- Working for an organization currently undergoing development and transformation
- Being part of a strong and cohesive multidisciplinary team
- Northern allowance and travel benefits

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 #2024-038** 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
- This position will remain open until filled
- **Please be advised that in order to be eligible for employment at Weeneebayko Area Health Authority, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada**

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.

Reposted February 12, 2024