



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:

Title: Unit Clerk – Inpatient Dept., Emergency Room,
Operating Room & Family Medicine Clinic

Division: Patient Care

Location: Moose Factory

Reports to: Clinical Manager

Status: Casual

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

Who We Are

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.

Who You Are

- 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

What You'll Do

- 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

What You Bring

- 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

Join our Team

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 #2024-193** 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.

Posted July 22, 2024