



**Position Title:** Ward Clerk  
**Position Status:** Part Time  
**Rate of Pay:** \$26.41-\$28.03  
**Posting No.:** 25-23  
**Posting Date:** February 3, 2025  
**Deadline to Apply:** February 9, 2025

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**About the Position** Norfolk General Hospital is seeking a Ward Clerk to work in a variety of areas in the Hospital. The ideal candidate would be dedicated to providing exceptional customer service and care who is also committed to championing the Hospital's Mission to relieve illness and suffering, and help people live healthier lives

### **Education & Qualifications**

- Graduate of a post-secondary program in Medical Office Administration or equivalent;
- Minimum one (1) year experience in a Hospital or medical office setting;
- Demonstrated knowledge of medical terminology, computer and key-boarding skills;
- Meditech experience;
- Ability to work collaboratively within an interdisciplinary team;
- Ability to communicate effectively, both verbally and in writing, in a timely, responsive and courteous manner;
- Detail oriented and organized, with excellent follow-up skills;
- Ability to multi-task when situations warrant a change in priority to meet patient care and deadlines;
- Demonstrated commitment to Patient rights.

### **Position Duties & Responsibilities**

- Must practice confidentiality and discretion in patient/record contacts in accordance with Hospital policy;
- Assembles patient records and forms for patient admission, discharge & Health Records;
- Transcription of physicians' orders;
- Books patient appointments and transportation (all units);
- Directs inquiries to appropriate nursing staff;
- Notifies Admitting Department of admissions, discharges, transfers, etc.;
- Call-in staff as required;
- Sends requisitions, specimens, etc. to appropriate department;
- Enter and verify orders into Meditech system;
- Adherence to all health and safety policies, procedures and provisions and the recognition and reporting of unsafe hazards and work practices.

### **Hours of Work**

- Must work shifts and holidays, as required.

### **About Us**

Located in Simcoe, Ontario, Norfolk General Hospital provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital continues to be a full service 106-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics, as well as on-site 24 hour per day medical coverage.

Simcoe is less than one hour away from most major centers, including Hamilton and London, and only 90 minutes from the Greater Toronto Area. Situated in Norfolk County (Ontario's South Coast), Simcoe is not far from Lake Erie and the 88 miles of shoreline that includes long stretches of sandy beach.

### **How to Apply**

Interested applicants must submit a **cover letter and resume** to the Human Resources Department by e-mailing [nqghr@ngh.on.ca](mailto:nqghr@ngh.on.ca) referring to the above posting number by 1600 hours on **February 3, 2025**

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.