



**Position Title:** Ward Clerk  
**Position Status:** Temporary Full Time  
**Rate of Pay:** \$26.41 – 28.03 hourly  
**Posting No.:** 26 - 123  
**Posting Date:** July 6, 2026  
**Closing Date:** July 13, 2026  
**Current Vacancy:** Yes

### **About the Position**

- Norfolk General Hospital is seeking to fill a temporary full time Ward Clerk position for our Surgical Daycare unit.

### **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;
- Directs inquiries to appropriate nursing staff;
- Sends requisitions, specimens, etc. to appropriate department;
- Enter and verify orders into Meditech system;
- Ability to push/pull medical equipment; stock medical supplies,
- Adherence to all health and safety policies, procedures and provisions and the recognition and reporting of unsafe hazards and work practices.

### **Education & Qualifications**

- Graduate of a post-secondary program in Medical Office Administration or equivalent education and experience that also includes Medical Terminology from accredited institution;
- 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; triage/prioritize tasks in a very fast paced environment; ability to change focus when situations warrant a change in priority to meet patient care and deadlines;
- Demonstrated commitment to Patient rights.

### **Hours of Work**

- Currently scheduled days- Schedules are subject to terms and conditions of the SEIU collective agreement

Interested applicants must submit a current **cover letter and resume** to our internal recruitment email. External candidate to apply to [nghr@ngh.on.ca](mailto:nghr@ngh.on.ca) referring to posting number above.

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.

NGH or NHH does not use AI to screen, assess or aide in the selection of our recruitment process.