



Dept.	Nursing Services
Position	Unit Clerk
Type	Full Time Days
Schedule & Hours	0900 hrs. – 1715 hrs. 10 shifts per pay period

Job Qualifications

Education

- Grade XII
- Medical Terminology required
- Health Unit Clerk Certificate required
- Completion of relevant computer courses: Microsoft Office software including Outlook, Word and Excel

Experience

- Previous experience in working in a health care environment preferred

Personal

- Excellent verbal and written communication skills
- Demonstrate a mature professional manner
- Excellent interpersonal skills
- Excellent organizational skills
- Ability to work independently with minimal supervision
- Ability to be flexible and adaptable to work environment and new initiatives
- Good mental and physical health
- Promote and practice respectful workplace policy