

Clerk Typist “B”



Closing Date:
September 11, 2025 at 3:00 PM



Permanent Part-Time



Salary ranges from
\$24.04 to \$25.74 per hour



Percentage in lieu of benefits



Opportunities for on-site training
and professional development



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Sensenbrenner Hospital is proud to be an Equal Opportunity Employer. We welcome and encourage applications from all qualified individuals including women, indigenous peoples, persons with disabilities, and members of visible minorities. Accessibility accommodations are available upon request to ensure support throughout the recruitment process, employee onboarding, and employment experience. Please do not hesitate to ask should you require any accommodations



Key Responsibilities

- Performs reception duties in a courteous and professional manner.
- Interviews clients, ensuring all essential data is obtained and records are updated in the Central Patient Index (CPI).
- Admits clients and assigns beds in conjunction with the Discharge Planner and nursing unit managers, maintains one (1) patient census board.
- Distributes all client information to appropriate departments, including daily census and monthly Emergency Department report(s).
- Maintains accurate computer CPI and Admitting Discharge and Transfer (ADT) systems according to Ministry of Health and NEON requirements for all clients. Daily, inserts tape into server to complete.
- Maintains newborn registration control list for health care assignment.
- Maintains strict confidentiality.
- Demonstrates, participates, adheres and contributes to a health and safety culture on a daily basis.
- Performs other duties as assigned by the Manager, Outpatients Services.

Qualifications

- Grade 12 education or equivalent with accurate typing ability, (minimum 50 wpm).
- Accurate filing.
- Must have ability to communicate with public in a courteous and professional manner.
- Must be available to work shifts as required, including evenings, weekends and paid holidays.
- Must have the ability to provide services in English and French.