

# WEST HALDIMAND GENERAL HOSPITAL

## JOB POSTING

<b>Job Posting Number</b>	<b>2025-59</b>	<b>Date</b>	December 2nd, 2025
<b>Department</b>	Ambulatory Care		
<b>Position</b>	Ward Clerk	<b>Status</b>	Temporary Part- Time
<b>Rate of Pay</b>	\$23.98- \$24.98		
<b>Shifts</b>	Monday- Friday ( Day Shift)		

### POSITION SUMMARY

Are you passionate about providing the best administrative support to patients? Does working in a small rural hospital and supporting the delivery of care to members of the surrounding community appeal to you? West Haldimand General Hospital is located in the beautiful town of Hagersville, and is a scenic half hour drive to Simcoe, Brantford and Hamilton. If working to make a difference for patients' appeals to you, then we would love to hear from you. We currently have a vacancy for a Ward Clerk in our Ambulatory Care Dept.

### DUTIES

1. Act as a receptionist for the Ambulatory Care Clinic and as a contact person for patient and family inquiries.
2. Coordinate internal and external communication - act as a liaison for other departments, community agencies, referral sources and other health care team members.
3. Perform functions related to patient charts including but not limited to:
  - Process all laboratory, x-ray etc. requisitions.
  - Transcribe and communicate doctors' orders and reports.
  - Schedule patient procedures, appointments, consultations and cancellations.
4. Scheduling of staff and maintaining accurate department staff schedules as directed by the Clinical Director.
5. Clerical/administrative duties including photocopying, filing, booking medical appointments & procedures, distributing departmental mail, etc.
6. Monitor orders and stock clerical supplies as needed. Other duties as assigned.

### POSITION REQUIREMENTS

1. Minimum Level One Medical Terminology. Medical Office Administration Diploma or equivalent combination of education and experience.
2. Minimum of one (1) year comparable clerical/administrative experience in a healthcare setting, preferably in an outpatient/ambulatory clinic environment.
3. Proficient in Windows 7, Word, Excel, Outlook, Meditech, Clinical Connect and Community Wide Scheduling.
4. Demonstrated ability to communicate effectively (verbal and written) with other members of the healthcare team, patients, family members and visitors.
5. Excellent client-service and interpersonal skills that contribute to a respectful and caring environment.
6. Demonstrated ability to set priorities and organize work in response to patient/departmental needs. Ability to respect and maintain confidentiality.
7. Ability to accept assignments, delegation, requests and follow instructions.

<b>Internal Posting Deadline</b>	December 10 <sup>th</sup> , 2025
<b>External Posting Deadline</b>	This position will be posted until it is filled. Apply Today!

Current resumes must be submitted to Human Resources at: [hrrecruit@whgh.ca](mailto:hrrecruit@whgh.ca)  
Please include the position in the subject heading.

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

West Haldimand General Hospital thanks all applicants for their interest. Please note only those applicants selected for an interview will be contacted.

