

## WEST HALDIMAND GENERAL HOSPITAL JOB POSTING

<b>Job Posting Number</b>	<b>2025-62</b>	<b>Date</b>	December 16 <sup>th</sup> , 2025
<b>Departments</b>	Emergency Department		
<b>Position</b>	Ward Clerk	<b>Status</b>	Casual
<b>Rate of Pay</b>	\$26.97 - \$28.03		
<b>Shifts</b>	Monday- Sunday, Days, Afternoons		

### POSITION SUMMARY

Imagine a supportive employer, a career that allows you to follow your passion and calling, and the endless learning opportunities you will receive. To do what you're good at and be a part of something extraordinary.

At West Haldimand General Hospital (WHGH), you can experience all of that and more. We are currently looking for a Ward Clerk, like you, to join our Ward Clerk team in the Emergency Department (ED) and gain valuable health care experience for your future.

Our Ward Clerks provided administrative support to the ED and work to support the medical team. You will be given the opportunity to become an integral part of our small team where you truly make a difference in the patient experience.

Located in Hagersville, WHGH is just a short 30-minute drive away from Simcoe, Brantford and Hamilton. Come and join our friendly and experienced team today!

### DUTIES

1. Act as a receptionist for the nursing unit and as a contact person for patient and family inquiries.
2. Coordinate internal and external communication; acts as a liaison for other departments, community agencies, referral sources and other healthcare team members.
3. Process all laboratory, x-ray, etc. requisitions.
4. Transcribe and communicates doctor's orders and reports.
5. Schedule patient procedures, appointments, consultations and cancellations
6. Responsible for maintaining departmental files, retrieval of records / charts for transfers and appointments.
7. Scheduling staff as directed by the Clinical Director.
8. Clerical duties including photocopying, filing, booking medical procedures, distributing departmental mail, etc.
9. Monitor, order and stock departmental supplies as needed.
10. Provide coverage to switchboard.

### POSITION REQUIREMENTS

1. Minimum Grade 12 education. Medical Office Administration Diploma or equivalent combination of education and experience. Minimum Level One Medical Terminology.
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.
7. Ability to accept assignments, delegation, requests and follow instructions.
8. Ability to respect and maintain confidentiality.

<b>Internal Posting Deadline</b>	December 24 <sup>th</sup> , 2025
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<b>External Posting Deadline</b>	<i>The position will be posted until it is filled. <b>Apply Today!</b></i>
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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.