

PERTH & SMITHS FALLS DISTRICT HOSPITAL
INTERNAL JOB POSTING
CUPE 2021- 67

DATE: June 30, 2021

DEPARTMENT: COMMUNICATIONS

POSITION: COMMUNICATIONS CLERK - PERMANENT FULL TIME

SUMMARY OF DUTIES:

To greet and provide routine telecommunications services for staff, patients, visitors; respond and react to Emergency Codes for the Perth & Smiths Falls District Hospital.

MINIMUM REQUIREMENTS/ QUALIFICATIONS MUST HAVE:

- Minimum Grade 12 Diploma
- Excellent communication and interpersonal skills
- Computer literate
- Excellent organizational skills
- Medical Terminology Course
- Excellent typing skills

ASSET:

- Office Administration Diploma
- Knowledge of Microsoft Office Suite (Word, Excel, Powerpoint)
- Knowledge of Meditech system
- Previous experience in Switchboard systems

SALARY: \$21.457 - \$22.038 - \$22.629 - \$23.211 - \$23.801

SHIFTS: Days/Weekends (Subject to scheduling change as per management rights and Article G.01 of the CUPE Collective Agreement).

CLOSING DATE: JULY 07, 2021 AT 4 P.M.



Human Resources

Applications shall be submitted via email stating the job posting number in the subject line of the email to hr@psfdh.on.ca by 4pm on the application deadline.