



Live the Lake Life, Lead with purpose.

Based in Kenora, this is more than a job, it's a chance to be part of a close-knit, mission driven team in one of Canada's most scenic lakefront communities. With a strong sense of purpose and the beauty of nature all around you, you'll find balance, connection, and fulfillment both on and off the clock.

NOW HIRING

Clinical Information Clerk 2

Classification	CIC2
Department	Various

Description

Provide reception and screen of patients to the Emergency department, complete the registrations of patient, and provide support to the healthcare team as directed by the Unit manager or the Charge nurse.

Qualifications

- Grade 12 Diploma or equivalent
- Medical Terminology certificate
- Knowledge of hospital terminology, office procedures and filing
- Effective written and oral communication skills
- Excellent keyboarding skills; minimum 30 WPM
- Demonstrated positive interpersonal skills and ability to communicate effectively with the public both in person and by telephone
- Ability to multi-task; versatile in changing priorities
- Ability to work under pressure with time constraints
- Excellent organizational skills
- Neat, legible handwriting
- Ability to work independently as well as in a team environment
- Understands and maintains confidentiality
- Physically capable of performing the essential duties, including the ability to work shift work
- Reliable attendance record
- Physical ability to sit for extended periods, as well as the ability to bend, lift, push, and pull



Lake of the Woods
District Hospital