



Hay River Health & Social Services Authority | Administration des services de  
santé et des services sociaux de Hay River  
37911 MacKenzie Highway | 37911 route Mackenzie  
Hay River, NT X0E 0R6 | ☎ (867) 874-8000 📠 (867) 874-8141

**Unit Clerk - Acute & Ambulatory Care**  
**Casual, not regularly scheduled (no guarantee of hours)**

**JOB SUMMARY:**

The Unit Clerk is a member of the health care team that provides medical, administrative and clerical support to the multidisciplinary team. The incumbent acts as a receptionist and clerical assistance for the patient care areas and carries out clerical functions in relation to patient records, services and supplies. The incumbent is the first person that visitors, family and physicians interact with as they approach the nursing desk. They provide the necessary directions, answer questions and/or provide the forms/supplies that are required.

**JOB QUALIFICATIONS:**

- Good oral and written communication and interpersonal skills.
- Knowledge of trans-cultural environment, sensitivity to others situation/feelings.
- Knowledge and ability to use medical terminology.
- Awareness of the use of equipment and supplies.
- Good computer experience.
- Basic working knowledge of office procedures.
- Ability to remain calm and level head during a crisis and/or busy time.
- Ability to work independently with little guidance.
- Good organizational skills, be able to prioritize effectively.

The level of knowledge is generally acquired through a Grade 12 education. Completion of a medical terminology course is preferred. CPR and/or First Aid are desirable.

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|------------------------|---|
| <b>Salary:</b>         | <b>Range 8, \$30.60 to \$39.65 per hour</b> |
| <b>Status:</b>         | <b>Casual, no guarantee of hours</b>        |
| <b>Competition No:</b> | <b>026-22</b>                               |
| <b>Closing Date:</b>   | <b>Open</b>                                 |

In addition to an attractive salary, we offer a Northern Allowance of \$2.60 per hour up to \$5,282 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. COVID-19 Vaccination Policy in place. Only those candidates selected for an interview will be contacted.

**Interested applicant must submit a resume, quoting competition number to:**

**Human Resources**

**37911 Mackenzie Highway | 37911, route Mackenzie**

**Hay River NT X0E 0R6**

**Fax: (867) 874-8345**

**[hrhssa\\_competitions@gov.nt.ca](mailto:hrhssa_competitions@gov.nt.ca)**

*If you would like this information in another official language, contact us at (867) 874-8111  
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*