



Laboratory Clerk

Salary: \$53,937 to \$64,447 per year (\$27.66 - \$33.05/hour)

Status: Full-time, Term to March 31, 2024

Competition #: 137-22

Closing Date: March 8, 2023

The incumbents' main duty is clerical support. This includes, but is not limited to, data entry, filing, record-keeping and sorting of records and files. Minimal processing of Laboratory specimens and maintenance of minor equipment is also required of this position. The incumbent works with the Laboratory technologists and within the guidelines of established Laboratory policies and procedures and within the Vision and Mission Statement of the Hay River Health and Social Services Authority (HRHSSA) to ensure that medical and non-medical professionals have the accurate and timely test results necessary to diagnose, treat and manage disease.

Qualifications:

- Demonstrate excellent computer knowledge and skills in word processing, database, spreadsheet and Laboratory Information System programs with the knowledge and ability to input and retrieve information from the Laboratory Information System (LIS)
- Knowledge of the importance of patient and health care information confidentiality and must comply with all legislation and procedures directing the handling of confidential patient and organizational information.
- Demonstrates good communication and interpersonal skills and presents a pleasant professional manner at all times.
- Strong team player who demonstrates support for co-workers while able to perform duties independently and professionally.
- Flexibility to meet operational requirements including hours of work and location.
- Demonstrates good organizational and time management skills including the ability to multitask.
- Demonstrates professional judgment with objectivity and fairness.
- Prioritizes and responds effectively to changing workload demands.
- Shows initiative in identifying key issues and takes a logical, responsible approach to problem solving. Demonstrates critical thinking skills.
- Knowledge of trans-cultural environment sensitivity to others situations/feelings.
- Transportation of Dangerous Goods Training will be provided by HRHSSA to full-time staffs

The foregoing knowledge would most commonly be acquired through enrolment in senior level secondary school courses and/or post secondary school, fluent computer literacy and word processing, and interest in laboratory sciences. Customer service experience is required.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca or via Fax to (867) 874-83