

**Cornwall Community Hospital  
Hôpital communautaire de Cornwall**

**Ambulatory Care/Chemotherapy  
Job Posting  
(CUPE 7811)**

**JOB TITLE:** Clerk Typist (**Temporary Part-Time**)

As part of the Cornwall Community Hospital you uphold the mission, vision and ICARE values in order to create a safe environment for patients/clients, families, staff, physicians and volunteers, recognizing “Patient Safety” and our hospital’s “Senior Friendly Strategies” as a top priority in creating a culture of safety and “The Workplace of Choice”.

**DUTIES:** The Clerk Typist will schedule and coordinate patients using a computerized booking program and provide preparation instructions to patients, prepare patient charts, file and work collaboratively with internal nursing units and TOH. Other duties as assigned.

**QUALIFICATIONS:**

**Required:**

- Completion of Ontario Secondary School Diploma
- Completion of Medical Secretarial course or equivalent
- Certificate in Medical Terminology (or tested with a pass mark of 75% or greater)
- Excellent computer skills and intermediate knowledge in Microsoft Office (Word and Excel), Cerner Millennium
- Experience in scheduling appointments using Cerner scheduling module, directing telephone calls, filing and coordinating workflow in a demanding environment
- Typing speed of 45 w.p.m.
- Good interpersonal and organization skills and strong team orientation
- Good communication and customer service/public relation skills
- Demonstrated regular, punctual attendance
- Demonstrated commitment to patient safety
- Functional level in both official languages (oral and written in English; oral in French) – and testing completed

**SALARY:** \$21.92 - \$22.98 per hour.

**HOURS:** Scheduled Day Shift Monday through Friday – Subject to change

To apply for this position, or if you have any questions about it, please submit your resume to:

Karen Heuer  
840 McConnell Avenue  
Cornwall, ON K6H 5S5  
Tel: 938-4240 ext. 4246 Fax: 938-4073  
Email: [karen.heuer@cornwallhospital.ca](mailto:karen.heuer@cornwallhospital.ca)

**We thank all candidates for applying; however only those candidates selected for an interview will be contacted.**