



Part-Time Ward Clerk

About Us

Hanover & District Hospital (HDH) works with its partners to provide a full range of primary acute care hospital services and selected secondary services to meet the needs of the population of Hanover and the surrounding rural townships. HDH provides the people we service access to the care they need through 24/7 Emergency Department, Acute Care Unit (inclusive of medical/surgical beds and multipurpose ICU beds), Physiotherapy Program, Surgical Services Department, Family Centered Birthing Unit, Hemodialysis Unit, Palliative Care Services and Ambulatory Clinics.

HDH has proudly achieved “Accreditation with Exemplary Standing” for the third time through Accreditation Canada. This speaks to the entire organization and the way our staff in all departments work as one team.

We are strongly committed to creating and maintaining a workplace of choice where employees are recognized and valued. We invest in our employees, ensuring that our staff have the required support, training and resources to provide exceptional care. HDH strives to provide work-life balance and promotes a positive work culture. Joining HDH now is a chance to immerse yourself in a culturally collaborative, compassionate and innovative workplace. You will play a key role being part of healthcare team that addresses the needs of our community. You will broaden your expertise, increase your knowledge and have endless opportunities for growth.

The Ward Clerk ensures clear concise communication and facilitates the flow of information with other facilities, the health care team, visitors, family members and patients. As part of a multidisciplinary team the Ward Clerk provides supportive service to patients, core nursing staff and physicians and works in cooperation with other departments within the hospital as well as other Nursing units.

HOURS – Currently Days, 8 and 12 hours shifts, including weekends and statutory holidays. (Subject to change in accordance to operational needs).

WHERE WE ARE LOCATED

The town of Hanover has a bit of history, local celebration, entertainment and is an all-around good time. Whatever your season, there are opportunities to enjoy what the area has to offer. Centrally located to beaches, skiing, provincial parks, golfing, and cottage country, there is never a dull moment. The town of Hanover boasts numerous amenities including exceptional recreational, cultural, educational and employment opportunities that all contribute to a fantastic quality of life at an affordable rate.

Two hours north of Toronto, Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented. Close to the shores of Lake Huron and Georgian Bay...Paradise.

If you are a dynamic, energetic Ward Clerk that is looking for an exemplary workplace to call

home, Grey County may be it!

Qualifications

- Post-secondary certificate/diploma Office Administration for Health Services;
- Medical terminology certificate;
- General knowledge of office practices, processes and procedures;
- Demonstrated knowledge of and proficiency with medical terminology;
- Able to work with minimal supervision and adaptable to work in a changing environment;
- Ability to process physician's orders from patient(s) chart(s);
- Excellent organizational, interpersonal and communication skills;
- Ability to handle difficult patients/situations;
- Exercise initiative and good judgment with ability to multi task;
- Experience working in a health care environment; and
- Ability to meet the physical demands of the job.
- Vaccines (Covid-19 and others) are a requirement of the job unless you have an exemption on a medical ground pursuant to the Ontario Human Rights Code

At Hanover & District Hospital, we believe that our success is driven by the diverse backgrounds, perspectives and experiences of our team members. We are committed to fostering an inclusive, equitable and accessible workplace that respects and celebrates the cultures and traditions of Indigenous Peoples, where everyone feels valued and empowered to contribute their best. HDH is committed to being an equal opportunity employer. We welcome and encourage applications from Indigenous Peoples (First Nations, Métis, and Inuit) and individuals of all backgrounds, including those with disabilities.

We are committed to accommodating applicants throughout the hiring process. If you require an accommodation at any stage of the recruitment process, please notify Human Resources.

While we thank all applicants, only those selected for an interview will be contacted. Any information obtained during the course of recruitment will be used for employment recruitment only and no other purpose.

Interested applicants should apply to:
Human Resources
Hanover and District Hospital
90-7th Avenue
Hanover, ON N4N 1N1
Email: hr@hdhospital.ca | Fax: 519-364-3984