

FRED DOUGLAS LODGE CASUAL WARD CLERK

DEPARTMENT	NURSING
TITLE:	Ward Clerk
QUALIFICATIONS:	Completion of high school, Manitoba standards. Graduate of a recognized Health Unit Clerk and Medical Terminology certificate program, at a recognized college.
EXPERIENCE	Previous related work experience preferred. Strong working knowledge of Microsoft Office software including Outlook, Word, Excel and Access. Must be able to function effectively in a stressful environment with frequent interruptions. Effective interpersonal and organizational skills with the ability to read, write, and communicate effectively in English. Demonstrated the ability to work accurately and systematically with minimal supervision.
POSITION SUMMARY:	Acts as communication hub for the facility, including answering telephone calls, determining urgency, and forwarding calls, sorting and distributing messages and mail. Supports the nursing department by maintaining residents Health Records, transcribes Doctor's orders and compiling statistical information.
HOURS OF WORK:	Casual Current Location: Nursing Administration
RATE OF PAY:	As per the current CUPE Collective Agreement.
APPLY TO:	Resumes submitted to lho@freddouglas.ca
DATE & TIME OF POSTING	Tuesday, September 15, 2026 1200 hours
APPLICATION DEADLINE:	Tuesday, September 22, 2026 1200 hours