

Position: Physiotherapy Clerk	Union/Non-Union: CUPE
Job Status: Permanent Part Time	Hourly Rate: \$22.22 - \$23.79
Reports to: Director, Allied Health Services	Start Date: July 9 th , 2024

Almonte General Hospital and Carleton Place & District Memorial Hospital created the Mississippi River Health Alliance (MRHA) in 2016 to formalize their commitment to work together to improve each patient and resident's overall health care experience through a strong, coordinated system of care. An integrated Senior Team leads the two Hospitals, as well as Fairview Manor and Lanark County Paramedic Service which are operating divisions of AGH. Over 600 caring staff, physicians and midwives provide excellent primary, acute and long-term care to citizens of Lanark County, West Ottawa and Renfrew County.

We are currently seeking a **Part Time Physiotherapy Clerk**. The incumbent is responsible for the reception, booking, secretarial and housekeeping duties of the Physiotherapy Service. The incumbent also provides assistance to the physiotherapists in standardized activities of the Physiotherapy Service.

Basic Requirements:

- Successful completion of Grade 12.
- Typing speed of 40 words per minute (testing required).
- Demonstrated computer skills including knowledge of WordPerfect, Excel and Electronic Medical Record experience (testing required).
- Knowledge of medical terminology (testing required).
- Demonstrated ability to manipulate statistical numbers (i.e. percentages, ledgers and appointment books).
- Demonstrated ability to accurately receive, record and transmit communicated information.
- Ability to work harmoniously and respectfully with patients and staff.
- Demonstrated ability to make sound judgements and decisions.
- Ability to work independently and with initiative and to be aware and understand safety rules, necessity of direction and scope of practice.
- Ability to adapt to and arrange variable workload demands (i.e. clerk-aide, receptionist).
- A demonstrated ability to perform the extensive physical demands of the position.
- Excellent written and verbal communication skills, including a professional telephone manner.

Preferred Qualifications:

- Previous reception experience within a health environment.
- Previous experience with clinical patient care including a functional knowledge of body mechanics for safe lifts, transfers and assisted ambulation.

Qualified candidates are invited to submit their resumes to:

Human Resources: careers@mrha.ca

We thank all candidates who apply. Only those selected for an interview will be contacted.

We are committed to inclusive and accessible employment practices – If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.

Please note that according to the MRHA Vaccination Policies, all applicants must be fully vaccinated unless they can provide the proof of a valid medical contraindication or exemption on the basis of protected grounds under the Ontario Human Rights Code in order to be considered for any staff or volunteer opportunities. Upon hiring, applicants must provide the proof of either government issued documentation proving they have been fully vaccinated, or present supporting documentation of a valid medical contraindication or exemption under Ontario Human Rights Code.

Mississippi River Health Alliance (MRHA) is committed to fostering a culture of diversity, equity, inclusion and belonging. We believe that embracing diversity in all its forms enriches our workplace and enhances the quality of care we provide to our patients, residents and community. We are dedicated to creating an environment where every individual feels valued, respected and supported regardless of race, ethnicity, gender, sexual orientation, religion, age, ability or background. We aim to create a workplace where everyone can thrive and contribute to our shared mission of providing integrated health care that meets the evolving life-long needs of our communities.