SOUTH SHORE HEALTH

POSITION VACANCY – COMP # SSR 989-09, Closing date: February 10, 2010

FACILITY: **South Shore Regional Hospital** LOCATION: **Bridgewater, NS**

POSITION: **Secretary I** PROGRAM: **Laboratory**

TYPE: **Permanent, Part-time (57%)**

Internal applicants must submit a current resume with their application to be considered for the position.

POSITION SCOPE: Reporting to the Administrative Supervisor, and under the functional daily direction of the Secretary IV, the Secretary I is responsible for providing general office duties and accurate data entry and transcription in support of the Laboratory Department. Duties include, but are not limited to: registering patients and entering doctors' lab orders through Meditech; assisting in entering specimens from outside hospitals and satellite clinics; accurately typing surgical and autopsy reports, consults, referral letters, memos and any other correspondence as required by the department; filing reports and maintaining filing system; sorting and delivering mail to Porters' room and Doctor's Lounge; assembling and delivering supplies to Doctor's Lounge; answering the telephone; photocopying; faxing; booking GTT appointments; maintaining supplies and any other related or allied duties assigned to support the Laboratory operation. The Secretary I provides pleasant, cooperative, timely and accurate information to physicians, nursing staff and patients, exhibiting sound judgment and initiative, while working within the framework of the objectives of the Service and the organization as a whole. The Secretary I exhibits sound judgment and initiative while working within the Mission and Vision of the Service and of the District. The Secretary I incorporates into daily practice the Core Competencies and Values of the SSDHA: Excellence, Integrity, Respect, Accountability and Leadership.

QUALIFICATIONS:

- Graduate from a recognized secretarial/business administration diploma and certification in medical terminology required.
- Proficient in keyboarding and medical transcription skills with a minimum of 50 wpm and five (5) percent error rate.
- Experience providing data entry and clerical support in a health-care setting
- Proficient in Microsoft Suite (Word, Excel, Outlook) and Meditech.
- Excellent organizational and communication (both oral and written) skills, including excellent grammar.
- Excellent interpersonal skills, demonstrating a pleasant and cooperative attitude with staff, physicians, clients, patients, both in person and over the telephone.
- Ability to maintain a high level of confidentiality, demonstrating sound judgment, initiative, and to function in an effective and efficient manner.
- Ability to follow written and verbal instructions
- Ability to work independently as well as in a team environment.
- Physical capabilities to perform the duties of the position such as sitting and keyboarding, multi-tasking, working I n a fast-paced, stressful environment and traveling to other sites as required.
- Demonstrated regular attendance in current and previous employment.
- Valid Nova Scotia Driver's License and access to reliable vehicle.

AS PER CURRENT N.S.G.E.U. COLLECTIVE AGREEMENT

Position to commence: **As soon as a suitable applicant is found.**

Submit current resumé to: Human Resources Department
South Shore District Health Authority
90 Glen Allan Drive
Bridgewater, N.S. B4V 3S6 Fax: (902) 543-4719
Email: humanresources@ssdha.nshealth.ca
Website: www.ssdha.nhsealth.ca

Announcement Date: February 1, 2010
Closing Date: February 10, 2010
PLEASE REFER TO COMPETITION # SSR 989-09

Lisa Burton, Human Resources Coordinator

Applications must be received in Human Resources, SSRH site, no later than 4:30 p.m. on the due date.

All newly hired employees will be required to submit a criminal record check and assume any associated costs, as a condition of employment with South Shore Health. We thank all applicants for their interest, however, only those selected for an interview will be contacted. *This site has a smoke-free/scent-reduced environment policy*.