



## J O B P O S T I N G - R E V I S E D & R E P O S T E D

COMPETITION: 2010-025  
STATUS: OPEN  
DEADLINE: 2010 MARCH 19 @ 1:00 PM

**POSITION:** WEENEEBAYKO PATIENT SERVICES WORKER (CLERK/INTERPRETER)  
REGULAR FULL TIME  
OPSEU 442 WPS

**DEPARTMENT:** WEENEEBAYKO PATIENT SERVICES

**RATE OF PAY:** \$22.21 - \$22.84

**EFFECTIVE:** 2010 APRIL

**SUMMARY OF DUTIES:** The Weeneebayko Patient Services Worker (Clerk/Interpreter) is primarily responsible for the administrative duties involved in patient orientation and accommodation, escorting outpatients to appointments when necessary and meeting the Weeneebayko Charter flight. The Weeneebayko Patient Services Worker (Clerk/Interpreter) fulfills her/his responsibilities in a manner, which reflects the mission and values of Hotel Dieu Hospital and respects the culture of Mushkegowuk people. Major duties and responsibilities include but are not limited to the following: provides administrative support to the Director and Program Coordinator; prepares patient orientation kits, and accommodation lists; acts as a Weeneebayko Patient Worker/Interpreter when required; provides on-call response for language emergencies; and performs other duties as assigned by the Program Coordinator or Director.

### **MINIMUM REQUIREMENTS:**

- Two year college diploma in a social services field or administration field and/or equivalent combination of education and work experience
- 1-3 years in a related position
- Fluency in Mushkegowuk Cree

### **DESIRABLE QUALIFICATIONS:**

- Good oral and written communication skills
- Ability to work independently and as part of a team
- Good attention to detail
- Knowledge and experience with computers

**IN ORDER TO BE CONSIDERED FOR THIS POSITION, A RESUME AND COVER LETTER OR A COMPLETED APPLICATION FORM, DEMONSTRATING HOW YOU MEET THE MINIMUM REQUIREMENTS OF THE POSITION, MUST BE RECEIVED IN THE HUMAN RESOURCES DEPARTMENT BY 1:00PM ON 2010 MARCH 19.**

**\*\*\* Please refer to Competition Number 2010-025 when applying for this position. \*\*\***

**Applications may be sent to: Human Resources Department, 166 Brock Street, Kingston, Ontario, K7L 5G2 or via fax at: 613-547-9331 or via e-mail: [resumes@hdh.kari.net](mailto:resumes@hdh.kari.net)**