



Data Entry Clerk – Community Paramedic Program
Temporary Part-Time
Up to 2 years

County Admin Building/Farley Base – Hastings-Quinte Paramedic Services
Belleville, Ontario

2021-496-HQPS-294

The County of Hastings is currently accepting applications for a temporary Part-Time Data Entry Clerk for the Community Paramedic Program. The primary function of this position is to assist the Deputy Chief of Quality and Development/Superintendent of Community Paramedicine with the daily scheduling and data entry requirements of the Community Paramedic Program.

DUTIES:

- Manage patient referrals from community stakeholders and healthcare organizations.
- Schedule client Interactions/ appointments within the Community Paramedic Program
- Provide written and verbal responses to public and stakeholder inquiries
- Provide coverage for counter and telephone reception as required.
- Other duties as may be required from time to time

QUALIFICATIONS:

- Two-year Business Administration or Office Administration Diploma from an accredited college.
- Proficient in Microsoft Office applications including Word, Excel Powerpoint, Access, and database management
- Exceptional organizational skills
- Ability to take initiative and handle multiple projects at the same time.
- Medical terminology knowledge is an asset.

HOURS OF WORK: As per Article 19 of the Collective Agreement. 20-25 hours per week.

RATE OF PAY: \$24.06 - \$26.44/hour + 14% in lieu of benefits

CLOSING DATE: Monday, November 29 by 4pm

Please send resume and cover letter by email to careers@hastingscounty.com and Quote: 2021-496-HQPS-294

Juliana Alvarez-Molina, H.BComm
Human Resources Advisor
Talent Management & Acquisition