



Weeneebayko Area Health Authority
19 Hospital Drive
P.O. Box 664
Moose Factory, ON
P0L 1W0
Canada

T: 705-658-4544
W: www.waha.ca

EMPLOYMENT OPPORTUNITY:

Title: Unit Clerk - Dental
Division: Integrated Indigenous Health and Specialized Community Services
Affiliation: Non-unionized
Site: Moose Factory, ON
Reports to: Regional Manager of Dental Services
Status: Casual

Weeneebayko Area Health Authority (WAHA) is seeking experienced candidates to fill the key role of Unit Clerk- Dental.

Life at WAHA

A beacon of healing, wellness, and innovation, WAHA connects remote communities with the care they deserve. With spellbinding views surrounding each site, team members bask in the tranquility of the land, juxtaposed against a bustling workplace busy addressing the complex needs of the region. Here, we work with purpose, knowing each action matters. Patients are neighbours, family, and colleagues. Each day brings a challenge- the good kind that stretches you, helps you grow, and makes you feel vital. These hurdles birth opportunities to problem solve, develop new skills, and explore new roles. Here, we step into a version of ourselves once forgotten, overshadowed by the daily grind, and rediscover a deep connection with ourselves, the land, and each other. Here, we experience work with wonder. **#WeAreWAHA**

What We Do

There has never been a more exciting time to be at WAHA. We are an integrated health system providing the full continuum of care to the six communities of the western James Bay coast with over 500 employees, physicians, and partners in care. As a health authority, you will work in a unique setting where you have the opportunity to care for patients in all phases of their life journey, in all areas of their health experience. From Primary, Acute, and Mental Health, Dental, Specialty Clinics, Population Health and the WAHA Paramedic Service, the opportunities for growth are boundless. We provide community-based programming in all six of our communities, have six paramedic bases, three hospitals, four emergency departments, one community health centre and a total of 72 beds. Our guiding goal is to be a centre of excellence in Indigenous and remote healthcare. To make this goal a reality, we have formed partnerships with other centres of excellence to remove barriers and eliminate the inequity of health services access that have long impacted the patients that we serve.

At WAHA, we are leading the way in health transformation. Come and immerse yourself in the local Cree culture, work with dedicated and passionate colleagues, and live in beautiful northern communities with amazing community members. Our mission is to provide optimum healthcare as close to home as possible. You can be part of this rewarding experience. Come and find your adventure in the north.

Who You Are

- Must be able to keep information confidential and private
- Clerical skills to perform patient registration
- Good telephone manners and interpersonal skills to deal with a variety of calls, public inquiries and complaints from distraught family members, patients, nurses and physicians
- Ability to work independently with minimal supervision
- Ability to maintain patient privacy and confidentiality
- Compassion & patience to deal with stressful situations when people may be agitated and/or distraught

What You'll Do

- Performs registration documentation of all patients seen at the dental department
 - Provides reception duties
 - Ensures accuracy of entries into Abeldent (dental) software
 - Provides training to new/locum employees
 - Arrange referrals to dental specialists
 - Books patients for O.R and maintain a list of patients to be booked
 - Prepares billing statements
- Collaborate with IPS Kingston to arrange dental bookings for patients

What You Bring

- Grade 12 Diploma or work-related equivalent preferred
- 2-year diploma in Administration Assistant or Business Administration
- Certificate in Medical Terminology is an asset
- Training and experience working with computers and Abeldent software operations
- Must be able to maintain strict confidentiality

- Understanding of the privacy requirements of the Personal Health Information Protection Act and the Health Care Consent Act

How to Apply

The successful candidate must provide a valid **Criminal Record Check** within a specified time frame.

Please apply in writing, providing three recent work references, quoting **Competition #2025-055** to:

Talent Acquisition
Weeneebayko Area Health Authority
P.O. Box 664
Moose Factory, ON P0L 1W0

- Resumes can be emailed to jobs@waha.ca or faxed to 705-658-4917
- For more information contact the HR team by email above
- Only those selected for an interview will be contacted
- This position will remain open till filled
- **Please be advised that in order to be eligible for employment at Weeneebayko Area Health Authority, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada**

Weeneebayko Area Health Authority is an inclusive employer. Accommodations are available in accordance with the Ontario Human Rights code and Accessibility of Ontarians with Disabilities Act, 2005.