

Info Sheet: Clerical Positions at Island Health

Island Health regularly hires to a variety of Administrative Support roles across Vancouver Island

As the largest and most diverse employer on Vancouver Island, Island Health has clerical support staff working in a variety of clinical and non-clinical departments. Clerical roles at Island Health fall into two streams at Island Health: Medical Clerical and Non-Medical Clerical. Examples of the types of clerical positions include:

Medical Clerical

- Administrative Support Workers
- Admitting and Health Records Clerks
- Admitting/Switchboard Clerks
- Health Records Clerks
- Medical Office Assistants (MOAs)
- Medical Stenographers
- Nursing Unit Assistants (Unit Clerks)
- Unit Clerks (Nursing Unit Assistants)

Non-Medical Clerical

- Administrative Assistants
- Clerks (Multiple departments)
- Interdisciplinary Team Clerks
- Office Assistants
- Rotation Specialists
- Schedulers/Timekeepers
- Staffing Clerks
- Switchboard Operators

The primary difference between Medical Clerical and Non-Medical clerical positions is that the Medical Clerical positions require applicants to have passed the Island Health Medical Terminology test.

Qualifications

It is important that applicants read each job posting carefully to ensure they meet the described qualifications (e.g. typing speed, requirement for Medical Terminology or level of competence with Microsoft Office applications). It is recommended that job seekers upload proof of their qualifications (e.g. typing speed certificate, Island Health medical terminology test results) as an attachment in their VI-Hire profile to assist managers in shortlisting candidates for interview.

To Find and Apply on Island Health Clerical Jobs

To find clerical positions with Island Health go to www.islandhealth.ca/careers. Then select "View Public Jobs". You can filter by location and category of jobs. Select "Clerical and Administrative" to view all our Clerical job postings. We encourage you build a profile in the system. Do a job search while you are logged into your profile and then save your search by creating a "Job Search Agent". If you do this our system will email you any new Clerical/Administrative jobs the same day they are posted.

About Us

Island Health is one of five regional health authorities in British Columbia and is the largest employer on Vancouver Island with over 24,500 employees, 2,000 physician partners and 3,000 volunteers. At Island Health, we believe that our values guide our actions and relationships, shaping how we make decisions and plan for the future.

We offer an exceptional employer-paid benefits package including dental and prescription coverage, group life, long term disability and extensive extended health plan, plus up to four weeks' vacation after your first year of employment.

Come be part of our team!

Excellent health and care for everyone, everywhere, every time

www.islandhealth.ca/careers



IMAGINE YOUR LIFE'S WORK IN OUR PIECE OF PARADISE

Typing and Medical Terminology Requirements

TEST RESULTS ATTACHED TO PROFILE?

Typing/Keyboarding Speed and Medical Terminology Assessments

- Proof of typing speed or assessment results must be included with all clerical applications
- Upload certificates as attachments in your VI-Hire Profile

How long are they valid?

- Typing/Keyboarding and Medical Terminology test results are valid for 24 months

WHERE TO GET TESTING?

Assessments: Medical Terminology

Victoria - South Vancouver Island Area:

Camosun College is the only approved administrator for Island Health Medical Terminology Assessments.

To register, contact Camosun College:
(250) 370-3550, opt 3

Nanaimo & North Vancouver Island Areas:

Testing is done in Nanaimo.

To register, contact Island Health:
assessments@viu.ca

Typing/Keyboarding Speed Testing

Academy of Learning

Langford (250) 391-6020
Nanaimo (250) 753-4220
Victoria (250) 385-1333
Other Canadian Locations

Camosun College

Victoria (250) 370-3550 (opt 3)

The Career Centre

Parksville (250) 248-3205

Insignia College of Health and Business

Victoria (250) 381-7733
Toll Free: 1-888-681-7733

Vancouver Island University

Duncan (250) 746-3509
Nanaimo (250) 740-6276

Discovery Community College

Campbell River (250) 287-9850
Nanaimo (250) 740-0115
Surrey (604) 930-9908
Toll Free: 1 (877) 959-3443

Excel Career College

Courtenay (250) 334-2452

North Island College

Campbell River (250) 923-9700
Comox Valley (250) 334-5000
Port Alberni (250) 724-8711
Port Hardy (250) 949-7912

Sprott-Shaw Community College

Duncan (250) 748-2700
Nanaimo (250) 754-9600
Victoria (250) 384-8121
Other Canadian Locations

QUESTIONS?

Contact:

HR Access

(250) 519-7717

Toll Free 1-888-296-3963

Island Health

(5-digit dialing): 28411

Email: haccess@viha.ca

Excellent health and care for everyone, everywhere, every time

www.islandhealth.ca/careers

