

Occupational Research Response – General

Please refer to current postings located on our website at www.stegh.on.ca for role specific educational requirements and listing of skills and qualifications.

Source of Information:	<p>St. Thomas Elgin General Hospital.</p> <p>Diane Love, Human Resources Generalist</p>
Education Required <i>(Recommended Schools or Courses)</i>	For select office positions: Office Administration Program (Medical) required or equivalent experience. Medical Terminology courses are often required or preferred.
Skills/Qualifications Required to be hired	<p>Computer expertise (Microsoft Office – particularly Word and Excel)</p> <p>Demonstrated effective communication and interpersonal skills</p> <p>Proven ability to work with minimal supervision, utilizing effective organizational skills in a changing environment</p> <p>Proven dependable performance and attendance record</p> <p>Proven customer service skills</p>
Ongoing learning, training/upgrading required after hired	Educational assistance provided for successful candidates based on role specific requirements. Bursary applications area also available to all staff. Completion of individual learning plan and all hospital-wide learning requirements required on an annual basis eg. WHMIS, Safety, Privacy, etc.
Experience and Background Required	Hospital or health care related experience preferred
Working Conditions <i>(Pro's and Con's)</i>	<p>Value-driven work environment, committed to patient-centred care and individual and organization-wide continuous quality improvement. Work environment is safety conscious and supportive of work/life balance.</p> <p>Opportunity to join our team and contribute to our vision to be the best community hospital in Ontario.</p> <p>Shift work, unionized environment.</p>
Hours of Work <i>(days, weekends,</i>	24/7 operation. Must be available to work all shifts including weekends and

<i>shifts)</i>	statutory holidays
Wage/Salary Range	All OPSEU, ONA and CAW positions follow local or centrally negotiated wage grids. Non-Union positions are paid within salary ranges reviewed on a regular basis for internal and external equity purposes.
Future Outlook & Current Trends	Hospital future outlook is difficult to predict based on reliance on Ministry funding, etc. Currently hiring rate is steady to replace turnover, retirements, etc.
Other Information	<p>Do you anticipate hiring people with these skills in the next 6-12 months:</p> <p>Unknown at this time</p> <p>Are you having any difficulty finding people to fill these positions?</p> <p>No.</p>