



PHYSIOTHERAPY ADMINISTRATIVE CLERK

DEPARTMENT:	PHYSIOTHERAPY
REPORTS TO:	MANAGER, OUTPATIENT SERVICES
STATUS:	PERMANENT PART TIME (2 DAYS/WEEK)
EXISTING VACANCY:	YES
SHIFT:	DAYS
COMPENSATION:	\$24.777 - \$29.136/hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL EMPLOYEES
DATE POSTED:	FEBRUARY 11, 2026

POSITION DESCRIPTION:

The Administrative Clerk has a dual role of receptionist and administrative support for the Physiotherapy department. In addition to being responsible for the creation of all communications for the department, this position helps manage all referrals and statistical reporting relating to the services. The Clerk also provides general administrative support to the Physio team and ensures the smooth running of the Physiotherapy Clinic at each site.

QUALIFICATIONS:

EDUCATION / EXPERIENCE:

- Must have a minimum of Grade 12 education or equivalent.
- Post-secondary administrative education or equivalent preferred.
- Must have 1 -3 years of administrative experience.
- Previous experience in a healthcare registration would be an asset.
- Must be able to exhibit computer proficiency and experience with MS Word, Excel, PowerPoint and Publisher, Microsoft Outlook or similar e-mail program, and the Internet.

SKILLS / ABILITIES:

- Excellent interpersonal, written and verbal communication skills.
- Demonstrates excellent organizational skills.
- Consistently demonstrates excellent customer service skills, including conflict resolution.
- Must have the ability to work independently and demonstrates a strong team oriented approach.

SUBMIT APPLICATION AND RESUME TO:

Human Resources Job Application Box
or
E-mail: hr@hhhs.ca

PLEASE QUOTE JOB NUMBER:

2026-28

DEADLINE:

February 20, 2026 @ 1600 Hours

HHHS uses AI-enabled tools to sort applications based on job-related criteria.

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.