



JOB POSTING #2219
WE ARE AN EMPLOYMENT EQUITY EMPLOYER

CLASSIFICATION: Medical Steno – Temporary Term Full time position
TERM: May 2024 – August 2025, with possible extension.

SALARY: See CUPE #974 Collective Agreement

HOURS: 37 ½ hours per week.

CORE FUNCTION: To coordinate and provide reception, booking, administrative support, clerical, and secretarial services for the Counselling and Community Services Department and other health care workers at the SCC Mel Langer Building location.

QUALIFICATIONS:

- Office Education Certificate, or equivalent amount of education and experience;
- Medical terminology preferred;
- Two years' experience as a secretary/receptionist in a health care or counselling office;
- Knowledge of modern office practices and procedures;
- Advanced ability to operate a range of office equipment, in a computerized environment;
- Advanced word processing skills. Intermediate proficiency in spreadsheet, database and graphic programs;
- Advanced keyboarding skills, 60 wpm;
- Advanced ability to be self-directed and work independently with very minimal direction from the supervisor;
- Ability to work cooperatively and effectively as a member of a multidisciplinary team;
- Ability to provide secretarial and reception services for a large number of health professionals from a number of departments;
- Advanced ability to work efficiently in a high-volume multi-tasking environment with changing assignments and numerous interruptions;
- Advanced ability to recognize and respond to the needs and demands of a very large number and a very wide range of clients, including clients who may be aggressive, passive, manipulative, physically challenged, and/or emotionally distressed;
- Interpersonal and communication skills including assertiveness, empathy, respect, courtesy, and tact;
- Ability to communicate clearly, orally and in writing;
- Knowledge and understanding of ethics and expectations regarding confidentiality and the ability to deal discreetly with client information;
- Responsible and reliable;
- Must be bondable;
- Knowledge of, and compatibility with, the philosophy and policies of CHSA;
- Demonstrates strong interpersonal and collaborative communication skills and attitude.

RESPONSIBLE TO: Director of Counselling

Submit cover letter and resume by 5:00 p.m. on April 29, 2024.

Email: jobs@communityclinic.ca

Mail: Human Resources Department, 455 2nd Avenue North, Saskatoon, SK S7K 2C2

Saskatoon Community Clinic is committed to inclusive and accessible employment practices. We are committed to employment equity and welcome applications from all qualified candidates. People of aboriginal ancestry, people with disabilities and/or visible minorities are invited to identify themselves on application. We thank all applicants, but only those selected for an interview will be contacted.