

**JOB POSTING #2363**  
**CHSA is an Employment Equity Employer**

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**CLASSIFICATION:** Medication Technician, Temporary, part-time, TERM to December 31, 2026

**HOURS:** 15 hours guaranteed per week, up to 37.5 hours as scheduled. All clinic sites. Monday to Saturday.

**CORE FUNCTION:** Under the direct supervision of the Pharmacist, assists in performing various duties including but not limited to:

- Processing third party billings and reconciliation, accounts receivable (posting, billing, etc.)
- Pre-packaging pharmaceuticals;
- Transcribing prescription data to patient medication profiles (manual or electronic);
- Labelling drugs, chemicals and other pharmaceutical preparations;
- Preparing compounds;
- Controlling inventory;
- Recording narcotic and controlled drug entries;
- Accepting written prescriptions or refill requests from patients;
- Replenishing stock bottles;
- Directing patients to non-prescription medications;

**QUALIFICATIONS:**

- Pharmacy Technician Diploma from a recognized educational institution or equivalent combination of education and experience;
- Knowledge of brand and generic names of pharmaceuticals;
- Exceptional communication and interpersonal skills;
- Ability to work independently;
- Knowledge and compatibility with CHSA policies and philosophy.

**RESPONSIBLE TO:** Director of Pharmacy

**Submit cover letter and resume by 5:00 p.m. on June 1, 2026.**

Email: [hresources@communityclinic.ca](mailto:hresources@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 Indigenous ancestry, persons 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.*