

Date Posted: May 21, 2010



EMPLOYMENT OPPORTUNITY

Good Samaritan Seniors' Clinic

COMPETITION NUMBER	SC.10.002
CLOSING DATE	Until Suitable Candidate Selected
POSITION	Unit Clerk Casual
HOURS OF WORK	Operating hours of Clinic are Monday through Friday (0800 – 1600 Hours)
LOCATION	Senior's Clinic 9534 87 Street NW Edmonton, AB
WAGE	\$17.09 - \$19.53 per hour

DUTIES

You will be responsible for providing secretarial, program, human resources, scheduling and finance support to the Good Samaritan Seniors' Clinic team which provides both Primary Health Care and Consultative Care for complex, and vulnerable seniors living in the community. Some of your duties will include reception, record keeping, compiling statistics, ordering supplies, booking of tests and appointments. You will also update databases and maintain a senior's friendly environment with the clientele. A sound knowledge of community based programs and services for seniors will allow you to succeed in this position.

SKILLS

You must have a Grade 12 education supplemented with office administration courses and/or clerk/reception education and experience. Knowledge of medical terminology is essential. Experience working in a variety of health care areas, as well as a busy clinic setting will be of great value. You are flexible and creative and have a demonstrated ability to work as part of an inter-disciplinary team. You have a sound knowledge of computer programs and software applications. Netcare and electronic health records will be part of your daily job requirements. You have strong communication skills and are able to express yourself in both written and verbal English. You are highly motivated, and work independently with confidential information. You possess a thorough understanding of FOI and HIA, which will allow you to succeed in this role.

REQUIREMENT

A current and clear Criminal Records Check is required for all new employees.

PLEASE SUBMIT ALL RESUMES QUOTING APPROPRIATE COMPETITION NUMBER TO:

careers@gss.org

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We thank all applicants, however only candidates under consideration will be contacted.