



EMPLOYMENT OPPORTUNITY SOUTHGATE CARE CENTRE

AUPE POSITION

EMPLOYMENT OPPORTUNITY NUMBER	SG.08.116R
CLOSING DATE	Until Suitable Candidate Selected
POSITION	Unit Clerk Part Time 0.52 FTE
LOCATION	Southgate Care Centre – (1 st Floor)
HOURS OF WORK	D (0830-1830) & Alt Saturday (0830-1230)
WAGE	\$15.14 - \$17.30 per hour

DUTIES

Your duties may include tasks such as recording and graphing medical information, completing requisitions, scheduling resident appointments and transportation, greeting families and visitors and answering telephones, clerical duties - typing, filing, photocopying and maintaining unit supplies and accounting/booking keeping duties. In addition you may be required to porter residents within the facility and assist with feeding and lifting under direct supervision. You will also be responsible for all scheduling duties.

QUALIFICATIONS/SKILLS

You must have Grade 12 supplemented with office administration courses and / or Clerk / Reception experience and knowledge of medical terminology. Experience in continuing care is an asset, as well as demonstrated ability to work as part of an inter-disciplinary team. Knowledge of computer programs is essential. Other skills in computer software applications will be an asset. Previous experience as a unit clerk is an asset. You are a strong communicator able to communicate effectively in both verbal and written English. You must have the ability to take initiative and work independently with confidential information. Experience with ESP software program is an asset.

REQUIREMENT

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

APPLY TO

Recruitment Office
The Good Samaritan Society
8861 – 75 Street
Edmonton AB T6C 4G8
FAX 780.431.4840
EMAIL: careers@gss.org

APPLICATIONS FOR EMPLOYMENT MUST BE RECEIVED AT THE RECRUITMENT OFFICE BY 4:00 PM ON THE CLOSING DATE. WE THANK ALL APPLICANTS, BUT ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED. WE REGRET WE ARE UNABLE TO ACCEPT TELEPHONE INQUIRIES.

VISIT www.gss.org TO VIEW ALL OUR JOB OPPORTUNITIES

The Good Samaritan Society is an equal opportunity employer and encourages applications from all qualified individuals.