



*Saskatoon  
Community  
Clinic*

**Community Health Services (Saskatoon) Association Ltd.**

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455 Second Avenue North, Saskatoon, Saskatchewan S7K 2C2 Phone (306) 652-0300 Fax (306) 664-4120

The Saskatoon Community Clinic is looking for casual call-in Clinical Office Assistants (Receptionists) for both the Downtown and Westside Clinic locations. Candidates must be available to work 7½ hours/day but not to exceed 37½ hours/week.

**DUTIES:** To provide reception and clinical office assistant duties as required to physicians and other health care workers.

**QUALIFICATIONS:**

- Grade 12 with 2 - 3 years experience in a clinical reception setting sufficient to demonstrate the necessary skills, and a Medical Office Assistant course.
- Responsible and reliable.
- Excellent telephone skills.
- Excellent organizational skills.
- Courteous and pleasant.
- Ability to communicate in effectively and co-operatively, both in writing and verbally, with physicians, other health care workers, patients and with outside agencies.
- Ability to work in a high volume multi-tasking environment.
- Ability to work alone and with minimal supervision.
- Ability to maintain confidentiality.
- Ability to recognize potentially dangerous situations.
- Basic computer skills.
- General knowledge of and compatibility with the philosophy of CHSA.
- Must be bondable.
- Demonstrates strong interpersonal and collaborative communication skills and attitude.

**APPLY TO:** Human Resources  
Fax: 664-4120  
[jobs@communityclinic.sk.ca](mailto:jobs@communityclinic.sk.ca)

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“YOUR HEALTH CARE CO-OP”

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