

**Clinical Office Assistant (Receptionist)  
Temporary Part-time Term Up to 18 Months (2 Positions)**

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**POSTING:** #1870, #1872

**HOURS:** Thursdays and Fridays 4:30 pm – 9:00 pm  
This position is available specifically to provide extended hours (evening and weekend services). The successful applicant would primarily work out of our Westside location as part of the **Connected Community Care Phase II strategy**, an initiative focused on reducing the reliance on emergency department visits, and establishing a more robust interdisciplinary primary health care team with our partner organizations (Saskatchewan Health Authority, Saskatoon Tribal Council, & Central Urban Métis Federation).

**SALARY:** Per CUPE #974 Collective Agreement

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

**QUALIFICATIONS:**

- Grade 12 with 2 – 3 years' experience in a clinical office assistant setting sufficient to demonstrate the necessary skills, and a Medical Office Assistant course diploma.
- Responsible and reliable.
- Excellent telephone skills.
- Excellent organizational skills.
- Courteous and pleasant.
- Ability to communicate 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.

**RESPONSIBLE TO:** Director of Westside Services

**Submit cover letter and resume by 5:00 p.m. on Tuesday, September 17, 2019**

Email: [jobs@communityclinic.ca](mailto:jobs@communityclinic.ca)

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