



Saskatoon Health Region

Job Opportunities

Competition Bulletin # 20115527-0

Casual

Position	HOME CARE SCHEDULER
Department	HOME CARE
Facility	HUMBOLDT
Affiliation	SEIU

CLOSING DATE: FEBRUARY 16, 2012

SUMMARY OF DUTIES

Coordinates and maintains scheduling for Home Care clients and staff.

QUALIFICATIONS

- Office Education certificate.
- Twelve (12) months previous experience working in an office environment to gain organizational skills and gain an understanding of functional requirements of the organization.
- Intermediate computer skills.
- Intermediate keyboarding skills.
- Basic medical terminology, where required by the job.
- Interpersonal, organizational and communication skills.
- Ability to work independently.
- Good attendance required.

Patient, Resident, Client and Employee Safety is a critical aspect of quality healthcare. All staff are accountable for creating a culture of safety, working as a team, communicating effectively and responding to adverse events.

Visit www.saskatoonhealthregion.ca and click on Join Our Team and How to Apply to submit your application by the CLOSING DATE.

Saskatoon Health Region supports a shared commitment to a Representative Workforce that is respectful and inclusive of all staff and clients. Saskatoon Health Region believes that building diversity among our staff will increase our ability to meet the needs of our diverse client base.

The Saskatoon Health Region is committed to providing mentorship for our employees; all new external hires will be offered peer mentorship to support their transition into this position.

A Criminal Record Check will be required prior to being offered a position with the Saskatoon Health Region

Saskatoon Health Region thanks all applicants, but only those chosen for interviews will be contacted