



Job Opportunities**Competition # 0121-81**

**BATC Health Services Inc
COMMUNITY HEALTH CLERK
One (1) Full Time Term Position**

THE POSITION

As part of the BATC Health Services, and under the direct supervision of the Health Services Coordinator, the incumbent is responsible for ensuring high quality health services through planning, purchasing and coordinating supplies, as well as clerical and administrative duties resources in accordance with the mission, values, objectives and policies of BATC Health Services Inc.

DUTIES AND RESPONSIBILITIES

- Planning, purchasing and coordinating community health event supplies, in consultation with the CEO of BATC Health Services Inc.
- Responsible for the administrative needs of BATC Health Services including inventory
- Managing the day to day needs of the BATC Health Services program
- Managing employee database and filing
- Managing employee Time Sheets and Leave Records
- Completing purchase orders and cheque requisitions when necessary
- Reconciling leave records
- Assist with compliance, file management and reports as needed
- Maintain a clean and professional environment
- Assist with events
- Other duties as required
- Identify defects in process and communicate in a timely and responsible manner (leveraging the escalation process) to avoid delays in facilitating patient appointments; and ultimately participate in process improvement initiatives which drive efficiencies and productivity
- Manage workload (e.g. multi-tasking) as assigned by the Health Services Coordinator which includes but is not limited to: consistently evaluate and re-prioritize daily tasks, flexibility with phone queue coverage and exercise proactive team collaboration to ensure key performance Indicators are achieved

SKILLS & QUALIFICATIONS

- Administrative background and/or work experience is an asset
- Willingness to work as a team member with BATC staff
- Strong work ethic and ability to work in fast paced environments
- Impeccable operational and organizational skills
- Knowledge of Microsoft Office programs such as Excel, Word, PowerPoint
- Strong leadership skills
- Ability to work in scheduled hours
- Must be willing to sign an Oath of Employment and abide by a Code of Ethics

Closing date: August 15, 2022 by 4:30pm – Please Quote Competition #0121-81

Please submit RESUME, COVER LETTER, and CPIC to:

Human Resources
Battlefords Agency Tribal Chiefs Inc.
1282 101st Street,
North Battlefords, SK S9A 0Z8

Phone: 306-446-1400

Email: humanresources@batc.ca

Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for interview will be contacted.