



Job Opportunities**Competition # 0121-82**

**BATC Health Services Inc
QUALITY ASSURANCE CLERK
One (1) Full Time Term Position**

THE POSITION

As part of the BATC Health Services, and under the direct supervision of the CEO, Health Services, the incumbent is responsible for providing clerical and administrative services to the BATC Inc. Health Services in accordance with the mission, values, objectives and policies of BATC Health Services Inc.

DUTIES AND RESPONSIBILITIES

- Coordinating the daily administrative activities, including scheduling, patient check-in and check-out, and patient medical record maintenance
- Answer incoming phone calls, taking messages or forward calls to appropriate staff member and forward incoming general emails to appropriate staff member
- Ensuring compliance with all health care regulations, including SHA and OSHA
- Obtaining and recording patient medical histories, vitals, test results, and other information for medical records while maintaining strict confidentiality
- Delivering compassionate support, attention and assistance to patients and families
- Scheduling and confirming appointments
- Making medical inventory by ordering new supplies and equipment as needed
- Assist with database entry, updating and uploading client information
- Assist with overall management of facility and site facilities
- Maintain the files for each vendor and/or staff, provide administrative support to staff
- Other duties as assigned
- Record Keeping:
 - Provide written incident reports to immediate supervisor
 - Maintain an inventory of supplies and equipment
 - Submit time sheets and leave forms to immediate supervisor

SKILLS & QUALIFICATIONS

- Administrative background and/or work experience is an asset
- Willingness to work as a team member with BATC staff
- 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 #0121-82

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.