



Posting 11-326R

**HOME CARE SCHEDULER
(2 POSITIONS)**

Sunrise Health Region has an opening for a Permanent Relief Home Care Scheduler (**2 Positions**) with Yorkton Home Care - Yorkton, Saskatchewan.

Job Summary:

Coordinates and maintains scheduling for Home Care clients and staff.

Qualifications/Experience:

- Office Education Certificate
- Intermediate keyboarding and computer skills
- Twelve (12) months previous experience working in an office environment

Hours of Work:

- Must be available for shift lengths of a minimum of 3 hours and a maximum of 8 hours
- Must be available days/evenings/weekends

Salary and benefits in accordance with the SAHO/Canadian Union of Public Employees Collective Agreement governing the position and corresponding to education and previous experience.

Our thanks is extended to all applicants; however, only those selected for an interview will be contacted.

Please submit your resume by **5:00 pm on September 6, 2011** to

Human Resources
Sunrise Health Region
270 Bradbrooke Drive
Yorkton, Saskatchewan S3N 2K6
Fax: (306) 786-0741 Email: resume@shr.sk.ca
www.sunrisehealthregion.sk.ca