



**REGISTRATION CLERK
JJE #028**

Sunrise Health Region has an opening for a Permanent Relief Registration Clerk in Admitting at the Yorkton Regional Health Centre.

Job Summary:

Provides reception, admission, discharge and registration services.

Qualifications/Experience:

- Office Education certificate
- Intermediate keyboarding skills
- Basic medical terminology
- Communication and interpersonal skills

Hours of Work:

- Must be available for shift lengths of a minimum of 3 hours and a maximum of 8 hours
- 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 **5:00pm** on **August 24, 2011** to:

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