

**Unit Clerk  
Internal Employment Opportunity  
Full-Time Permanent**

|                         |                     |                              |                        |
|-------------------------|---------------------|------------------------------|------------------------|
| <b>Position Status:</b> | Full-Time Permanent | <b>Location/Department:</b>  | Acute Care             |
| <b>Affiliation:</b>     | PSAC                | <b>Reports to:</b>           | Acute Unit Coordinator |
| <b>Date of posting:</b> | October 31, 2025    | <b>Posting closing date:</b> | November 7, 2025       |
| <b>Rate of pay:</b>     | \$20.78 - \$22.24   | <b>Position start date:</b>  | December 1, 2025       |

***An Integrated and Wholistic Approach to Health Care Delivery***

Located on Treaty 4 Territory in the beautiful Qu'Appelle Valley, the [All Nations' Healing Hospital](#) (ANHH) is seeking a full-time temporary Unit Clerk to join the Acute Care team.

**Position Summary**

Under the direction of the Nursing Supervisor, the Unit Clerk provides reception and clerical support to the Nursing Department. The Unit Clerk may also provide filing services to the Health Information Management Department and reception and clerical support. The Unit Clerk may assist in maintaining staff schedules, adhering to collective bargaining agreements and may replace staff as required. This position will work closely with all departments of the ANHH and the Health Services of the File Hills Qu'Appelle Tribal Council to ensure/maintain a high quality of patient care.

**Duties and Responsibilities**

- Greets clients/patients/public to department/unit.
- Provides telephone support (e.g., takes messages, directs calls, provides information).
- Books appointments (e.g., emergency surgery, laboratory tests, external appointments).
- Provides travel coordination for patients (e.g., appointments, transfers).
- Processes physician orders (e.g., filling out requisitions, sending paperwork to appropriate department).
- Performs clerical duties (e.g., files, photocopies, faxes, e-mails, laminates, collates, shreds).
- Performs data entry and word processing (e.g., reports, letters).
- Maintains various manuals.

**Qualifications**

- Office Education certificate
- Basic medical terminology
- Knowledge of First Nations culture and traditions.
- A combination of education and experience will be considered.

**If ANHH is a good fit for you please submit a cover letter, and resume to:**

Human Resources, E-mail: [hr.anhh@fhqtc.com](mailto:hr.anhh@fhqtc.com)  
Website: <https://allnationshealinghospital.ca>

**We thank all applicants for applying. Only those applicants selected for an interview will be contacted.**