

**PASQUA FIRST NATION
EMPLOYMENT OPPORTUNITY**

**RECEPTIONIST/MEDICAL TRANSPORTATION CLERK
CIRCLE OF CARE HEALTH CENTER**

Qualifications:

1. Friendly personality with good written and verbal communication skills
2. Computer literate
3. Organized and able to multi-task
4. Dependable, reliable
5. Work with minimal supervision
6. Professional work ethic
7. Reliable registered vehicle
8. Driver's license
9. Drug screening and C-pic required prior to hire

Duties:

- Greet persons coming in for Health Services
- Direct calls and visitors to pertinent Health staff
- Answer phones and relay messages promptly
- Staff Attendance to be monitored during work week
- Bookings for van
- Learn policies for Medical Transportation to administer to Band members
- Open and close health center to ensure security of building
- Typing, filing, copier, faxing and any general duties as assigned

Provide 3 reference and apply by April 26, 2013 @ 4:30 p.m.

Kevin Peigan, Coordinator – Circle of Care Health Center, Box 50, Pasqua, Sk.

Phone: 306-332-3763 Fax: 306-332-3766

(Only those called for an interview will be contacted)