

Clinic Assistant

About the Position:

Clinic assistants support work units by performing a variety of clerical and patient care tasks. They report to a Director or Site Leader/Manager in Radiation Therapy, Systemic Therapy, Outpatient Services, Clinical Trials, Hematology, and Blood and Marrow Transplant Program.

They support physicians, nurse practitioners, registered nurses and other health care team members, and perform limited patient care tasks.

Clinic assistants greet patients, perform basic assessments and assist with patient navigation. They will also document and process orders in the patient record.

Clinic assistants work in a variety of roles including: primary clinics, treatment units, stocking, cleaning, and procedure clinics.

Job Requirements:

Education

- Grade 12
- Medical Office Assistant certificate (OR) Continuing Care Assistant certificate (OR) completion of a Nursing or Radiation Therapy program

About Us

The Saskatchewan Cancer Agency is a provincial healthcare organization dedicated to providing cancer care for the people of Saskatchewan. Our compassionate and knowledgeable team provides leadership in health promotion, early detection, treatment and research for cancer.

We run two cancer centres, the Allan Blair Cancer Centre in Regina, and the Saskatoon Cancer Centre. We also provide services in rural communities in partnership with hospitals through the Community Oncology Program.

Our vision is a healthy population free from cancer, and our more than 900 dedicated employees work hard every day towards this vision.

For the past 90 years, our teams have been leading revolutionary technologies that help make our treatments as effective as possible to help our patients live longer, fuller lives.

In 2022, the Cancer Agency received an Exemplary Standing for safety and quality from Accreditation Canada, the highest achievement a health care organization can receive.

Note: All positions at the Saskatchewan Cancer Agency require a criminal record check.