



Nova Scotia Hearing and Speech Centres

*A Rewarding Career.
A Great Quality of Life.*

At Nova Scotia Hearing and Speech Centres you can have both

Posting Number **FO0510** (Please quote this number on your application)
This is an NSGEU Bargaining Unit position.
Start Date – ASAP

Clerk Halifax

Nova Scotia Hearing and Speech Centres (NSHSC) is a program of the provincial Department of Health. Established in 1963, NSHSC works to prevent and reduce the impact of communication disorder for Nova Scotians.

We are proud to offer:

- ✓ Salaries commensurate with experience [starting at \$30,500.00], and excellent benefits package
- ✓ Continuing education opportunities
- ✓ Opportunities for relocation

We are accepting applications for the **regular, part-time (0.5 fte) position of a Clerk**. The Home Base Site is the Nova Scotia Rehabilitation Centre, NS.

Requirements:

- Graduate of a recognized business/secretarial program
- Excellent working knowledge of Microsoft Office
- At least one year related experience
- Experience with providing services to the general public and medical community
- Receptionist experience
- General office experience
- Medical terminology education
- Dictation Experience

Assets:

- Working knowledge of Nightingale computer system
- Past experience working with Speech-Language Pathologists

To apply, please submit your resume, cover letter and three references, **no later than August 23, 2010**, to:

Brenda Graham
Human Resources
Nova Scotia Hearing and Speech Centres
5657 Spring Garden Road
Suite 401, Box 120
Halifax, Nova Scotia B3J 3R4
Fax: (902) 423-6216
E-mail: bgraham@nshsc.ns.ca

Note – All offers of employment will be conditional upon receipt of a pre-employment medical questionnaire, criminal record transcript and child abuse registry search form, policy sign-off, and references - all to be satisfactory to the employer.