



## Hearing and Speech Nova Scotia

Posting Number **FO 0220** (Please quote this number on your application & subject line of your submission)  
This is an NSGEU Bargaining Unit position.

Start Date: 1 April 2020

End Date: 30 Sept 2020

**CLOSING DATE: 24 Mar 2020**

### **General Office Clerk HSNS Provincial Centre**

**Hearing and Speech Nova Scotia (HSNS)** provides audiology services to Nova Scotians of all ages, and speech-language pathology services to preschool children and adults. HSNS is funded by the NS Government to deliver integrated and standardized provincial services across 35 clinical sites, located in 25 communities. Nationally certified Audiologists and Speech-Language Pathologists, with support from Communication Disorder Technicians and Administrative Support Professionals, provide core services (prevention, diagnosis, and treatment), develop and monitor provincial clinical standards, and collaborate with partners to deliver a number of special programs (e.g., Autism, Stroke, Cochlear Implant). Established in 1963, HSNS works to prevent and reduce the impact of communication disorders for Nova Scotians.

We are proud to offer:

- ✓ A nationally accredited program with Accreditation Canada
- ✓ A Province-wide support network of professional colleagues, clinical resources, and coordinated clinical services
- ✓ Varied caseloads and work settings
- ✓ Salaries (full-time) commensurate with experience [starting at \$33,086], and excellent benefits package
- ✓ Continuing education opportunities

We are accepting applications for a temporary, full-time **(1.0 FTE) position of General Office Clerk**. The Home Base Site is the Provincial Centre, Park Lane (Halifax). The successful candidate reports to the assigned manager. Schedule to be determined.

#### **Requirements:**

- Successful completion of a recognized business/secretarial program
- Office related experience
- Excellent working knowledge of Microsoft Office

#### **Assets:**

- Working knowledge of Great Plains accounting system
- Scanning and uploading of documents
- Experience working in a team environment
- Extensive data entry experience

To apply, please submit your resume, cover letter, three references via Career Beacon at:

<https://www.careerbeacon.com/en/job/1610375/nova-scotia-hearing-and-speech-centres/general-office-clerk/halifax>

**Note** – All offers of employment will be conditional upon results of, vulnerable sector search and child abuse registry search, policy sign-off, and references – all to be satisfactory to the employer. Only those applicants chosen for an interview will be contacted.