



## Employment Opportunity

SHA (Heartland)

SEIU

***Applicants selected for interviews will be contacted***

### DISTRIBUTION & STORES WORKING SUPERVISOR

<b>Posting #:</b>	<b>GO-00717464-1</b>
<b>Position #:</b>	200212
<b>Posted Date:</b>	May 17, 2023 17:00 CST
<b>Closing Date:</b>	Open Until Filled
<b>Type:</b>	Permanent Full Time
<b>City/Town:</b>	Kindersley
<b>Facility:</b>	Kindersley and District Health Centre
<b>Department:</b>	MATERIALS MANAGEMENT
<b>Expected Start Date:</b>	May 18, 2023
<b>FTE:</b>	1.0
<b>Shift Information:</b>	Days
<b>Hours of Work:</b>	112.00 hours per 3 week rotation
<b>Salary or Pay Band:</b>	Pay Band 12 \$23.170 to \$24.840 (3 step range)
<b>Number of Positions:</b>	1

The Saskatchewan Health Authority is the largest employer in Saskatchewan, employing over 43,000 staff in a dynamic healthcare environment.

The Saskatchewan Health Authority is committed to providing coordinated quality services that are seamless, safe and patient-centred.

Note to Internal applicants. To ensure your application is received and you are included in the applicant list, please submit your resume and cover letter via Gateway Online. For postings within former RQHR only, apply via email through [jobs@rqhealth.ca](mailto:jobs@rqhealth.ca), quoting the posting number, or through Health Careers in Saskatchewan, if available.

By submitting your application, you consent to your application history being shared with Human Resources and the

#### Job Summary:

Supervises and assists with ordering, receiving and distribution of supplies and inventory management for the facility/region.

#### Experience:

Previous: Eighteen (18) months previous experience in computerized purchasing/stores/distribution.

#### Qualifications:

##### Required Qualifications

- Grade 12

##### Knowledge, Skills & Abilities

- Communication skills
- Intermediate computer skills
- Interpersonal skills
- Knowledge of medical and surgical supplies, where required by the job
- Leadership skills
- Organizational skills
- Valid drivers license, where required by the job

##### Other Information

- The official job descriptions are found on the Provider Group website, <http://www.working-for-health.ca/support/jobevaluation/>

##### Additional Text:

- The Saskatchewan Health Authority (SHA) requires a criminal record check (CRC) from every potential SHA team member. The CRC must be dated within the past six (6) months and be satisfactory to the SHA. A vulnerable sector check (VSC) is required for individuals providing patient/resident/client care to vulnerable persons. Internal candidates may be required to provide a CRC and/or VSC during the recruitment and selection process.
- Part Time Employees: Scheduled hours of work may be reduced during the rotation stipulated when a statutory holiday is recognized during that period.