REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **Bulletin No: 23-057****REPOST** | **Department:**Rehabilitation Therapy | **Posting Date:**September 19, 2023 |
| **Position:**Secretary 2 | **Reports to:**Director of Rehabilitation and Clinical Services | **Start Date:**As soon as Possible |
| **Job Type:**Unionized – Indefinite Term | **Employee Group:**CUPE | **EFT:** 1.0 eft |

**Responsibilities:**

The Rehabilitation Centre for Children (RCC) is a community-based health care facility providing services to children with special needs and their families. The Rehabilitation Centre for Children requires a secretary as part of the Administrative Support Team responsible for administrative support for Onsite Occupational and Physiotherapy (OT and PT) Services. Practices are in accordance with RCC policy and professional standards.

This includes:

* secretarial support in an electronic medical record (EMR) environment that includes processing referrals in collaboration with the Clinical Service Leads (CSL) from OT and PT,
* organizing and scheduling appointments in person and by telephone and email,
* maintaining patient records, typing correspondence and letters,
* processing incoming mail and faxes, scanning and filing in the EMR,
* making departmental files and photocopying for the therapy department,
* performing additional receptionist duties as required.

**Education, Licenses, Registration & Experience:**

Qualifications:

* High school graduate required. Graduate of secretarial training course preferred.
* Minimum of two years recent experience in health care administrative support preferred.
* Experience with Microsoft Office required. Experience with Accuro preferred.
* Effective interpersonal skills when interacting with public and co-workers.
* Accuracy with information management and data entry required.
* Excellent written and verbal communication skills.
* Ability to work effectively both independently and within an inter-disciplinary team.
* Employment is subject to criminal records and child abuse registry checks.

**Hours of Work:** Monday to Friday 37.5 hours/week 8:30 am-4:30 pm, with occasional flexibility required regarding day of work and start/end times related to workload demands.

**Salary: $**19.802/ hour - $22.955/ hour

**Conditions of Hire:**

Must be legally entitled to work in Canada

Must be able to present a satisfactory Criminal Records Check (Including Vulnerable Sector Search), Child Abuse and Adult Abuse Registry Check.

RCC is strongly committed to equity and diversity and especially welcomes applications from indigenous peoples, persons with disabilities, racialized persons, persons of all sexual orientations and genders and others who may contribute to the further diversification of ideas.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require accommodation supports during the recruitment process, please contact Kizzy Phillips. All qualified candidates are encouraged to apply.

|  |  |
| --- | --- |
| **Apply in Writing to:**Kizzy Phillips, HR Manager1155 Notre Dame AveWinnipeg, MB R3E 3G1Email:Hr@rccinc.ca | **Closing Date:**September 26, 2023 |