REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No: 18-014** | **Department:**  FASD/ CDC | **Posting Date:**  April 17, 2018 |
| **Position:**  Secretary III – FASD/CDC | **Reports to:**  FASD/CDC Manager | **Start Date:**  As soon as possible |
| **Job Type:**  **Unionized** | **Employee Group:**  CUPE | **EFT:**  .8 |

**Responsibilities:**

Reporting to and under the direction of the FASD/CDC Program manager. This position provides administrative support to, the FASD Network and FASD/CDC Program. The Secretary is responsible for Intake and screening of new referrals and requests for follow up appointments; maintaining up to date waitlist; EMR functions including, EMR filing scheduling, chart preparation and typing of reports as required, maintaining data bases; admin support to FASD Network Coordinator and Manager; and performing admin functions and reception duties as required for the FASD Centre.

**Qualifications:**

* Complete high school education, Manitoba standards, **required.**
* Successful completion of a recognized Administrative Assistant program or equivalent **required.**
* Minimum three year’s work experience in secretarial position – **required.**
* Healthcare setting experience – **preferred**.
* Previous experience with Microsoft Office and Accuro - **preferred**

**Hours of Work: Monday to Friday Days based on operational needs**

**Salary Range: $18.722 - $21.704 as per CUPE Agreement**

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| **Apply in Writing to:**  **Kizzy Phillips**  **HR Specialist**  **1155 Notre Dame**  **Winnipeg, MB R3E 3G1** | **Closing Date:**  April 23, 2018 |