

**REHABILITATION CENTRE FOR CHILDREN  
JOB OPPORTUNITY**

<b>Bulletin No.:</b> 18-017	<b>Department:</b> Outreach Therapies	<b>Date:</b> May 7, 2018
<b>Position:</b> 1.0 Secretary II administrative support to the Outreach Therapy department (term to March 31, 2019 with possible extension)	<b>Reports To:</b> Director of Rehab Therapies	<b>Start Date:</b> Immediate

**Responsibilities:**

Reporting to the Director of Rehab Therapies, the Secretary II is responsible for secretarial duties including: Receives and distributes mail, e-mail and telephone messages; Answers phone calls, provides information or re-directs call to appropriate person; Schedules client visits for therapists; Books flights and lodging for staff travelling to communities requiring overnight stays; Receives referrals by mail and fax and review for completeness; Updates demographic changes in the EMR and communicates them to the assigned therapist(s); Prepares client files for the therapists; Receives "closed" files from the therapists and ensures that the EMR is updated and file is readied for storage or scanning in medical records; Distributes reports as "tasked" by the therapists appropriately within the specified time frame; Performs other related duties not exceeding skills and capabilities

**Qualifications:**

- High School Graduate
- Graduate from a recognized secretarial course or equivalent training and experience.
- Three years of experience.
- Word processing speed of 55 w.p.m.
- Ability to work with minimal supervision.
- Ability to work as a team member.
- Excellent organizational skills.
- Excellent interpersonal and communication skills.
- Ability to take direction and follow through with the direction.

Preferred

- Experience with Microsoft Office Suite.
- Experience with Electronic medical records.

**Hours of Work:**

37.5 Hours per week (8:00 – 4:00 M-F)

**Salary:** Range of \$18.002 - \$20.869 (CUPE)

Only those selected for an interview will be contacted.  
Employment is subject to criminal records and child abuse registry checks.

<b>Apply in Writing to:</b> Rehabilitation Centre for Children Director of Outreach Therapies 1155 Notre Dame Ave., Winnipeg, MB R3E 3G1 Fax (204) 258-6725 or email – <a href="mailto:marlenew@rccinc.ca">marlenew@rccinc.ca</a>	<b>Closing Date:</b> May 11, 2018
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