REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **Bulletin No: 18-022** | **Department:**FASD/ CDC | **Posting Date:**May 23, 2018 |
| **Position:**Secretary III – Jordan’s Principle Initiative CDC/FASD – TERM until March 31, 2019 | **Reports to:**Project Manager Jordan’s Principle Initiative | **Start Date:**As soon as possible |
| **Job Type:****Unionized** | **Employee Group:**CUPE | **EFT:**1.0  |

**Responsibilities:**

 Reporting to the Project Manager of the Child Development (CDC) and FASD Jordan’s Principle Initiative, the incumbent provides administrative support for this initiative. This includes processing of the Child Development rural and northern referrals; correspondence to families and referrals sources; scheduling of regional clinics; preparation of charts; scheduling of children for appointments; booking of accommodation and flights for multidisciplinary team members; screening phone calls and filing of reports.  Duties may also involve transcription of reports from regional clinics.

**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**

|  |  |
| --- | --- |
| **Apply in Writing to:****Kizzy Phillips****HR Specialist****1155 Notre Dame** **Winnipeg, MB R3E 3G1** | **Closing Date:**May 29, 2018 |