REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY Draft**

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| **Bulletin No: 18-026** | **Department: Child Development Clinic/FASD** | **Posting Date: July 25, 2018** |
| **Position:**  **Secretary III (Standard II)** | **Reports to: Manager Child Development Clinic/FASD** | **Start Date: Immediately** |
| **Job Type:**  **Permanent** | **Employee Group:**  CUPE | **EFT: 1.0** |

**Responsibilities**:

* Completes medical transcription of physician and resident assessment reports and types correspondence as required
* Processes referrals as recommended in the assessment report by physicians
* Prepares patient charts and scans and files relevant documentation in EMR and hard copy charts as required
* Schedules patient appointments and coordinates with other service providers as required.
* Types appointment letters and gathers relevant information or reports prior to appointments.
* Performs phone reception and in person reception duties as required including updating contact information in EMR and directing clients to assessment rooms and marking arrivals in EMR
* Provides coverage for other admin staff as required
* Perform other related duties not exceeding skills and capabilities
* Is a member of the administrative support team that provides efficient and effective clerical support

**Qualifications:**

* High School Graduate
* Graduate from Secretarial Training Course
* Minimum 2 year work experience in a secretarial position
* Previous experience with Microsoft Office and ACCURO
* Word processing speed 65 wpm

**Hours of Work:**

* **Monday to Friday 7.5 hour day**

**Salary:** As per CUPE salary scale $18.722/hr - $21.704/hr

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| **Apply in Writing to:**  **Kizzy Phillips**  **HR Specialist/Executive Assistant**  **1155 Notre Dame Ave**  **Winnipeg, MB R3E 3G1** | **Closing Date:**  August 1, 2018 |