REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY Draft**

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| **Bulletin No: 18-035** | **Department: Child Development Clinic/FASD** | **Posting Date: Sept 12, 2018** |
| **Position:**  **Secretary V (Standard IV)** | **Reports to: Manager Child Development Clinic/FASD** | **Start Date: Immediately** |
| **Job Type:**  **Permanent** | **Employee Group:**  CUPE | **EFT: 1.0** |

**Responsibilities**:

1. Administrative Support to the Manager and Medical Director including confidential correspondence, coordination and booking of meetings
2. Administrative support for CDC Psychologist and Social Workers and scheduling of CDC autism SLP and OT initial assessments
3. Acts as the senior admin contact for families and patients in person or via telephone and triages calls as appropriate to the medical director or manager
4. Oversight of admin operational guidelines and policy manuals to ensure all standards are met for scheduling, reporting and referral and documentation
5. In conjunction with the Manager of CDC/FASD supervises secretary 2 and 3sand 4s, delegates work, monitors the quality and quantity of work, assists with the prioritization of work, provides input to performance appraisals.
6. Ensures clinic space is well organized and reports any health or safety concerns to the manager and medical director
7. Coordinates the admin schedule for clinic crossing coverage and vacation coverage
8. Prepares Physician medical billings and processes medical staff expenses for outreach clinics.
9. Ensures mail is opened, sorted and screened on a daily basis
10. Books rooms and telehealth and other equipment and arranges for repair of equipment as required
11. Oversees the admin staff responsible for coordination of travel and accommodation for CDC outreach clinics and assumes responsibility as required and submits expenses as required to Family services
12. Maintains communication notice board ensuring general notices and relevant articles and upcoming education are posted in a timely fashion
13. Types minutes of monthly CDC/FASD team meeting and medical staff meeting and facilitates regular admin staff meeting
14. Provides administrative support for Medical Education (UGME) and works with the UGME office with scheduling of lectures and tutorials with medical staff; works with UGME office schedule tutorials, academic ½ day and other teaching assignments as requested
15. Provides administrative support for Postgraduate Medical Education (PGME) including working with the program Director and PGME office to provide support to the Developmental Pediatrics subspecialty fellowship program including scheduling of residents, working with the university administrative computer program (eg. Ventis ) to schedule residents program, coordinating assignments and evaluation meeting, taking minutes for residency program committee and providing ongoing support for accreditation
16. Prepares schedules and provides orientation for pediatric residents/Fellows, IMG students as part of their rotation through Child Development Clinic and FASD Centre
17. Types papers for publications and grant submissions as required
18. Complete CDC/FASD staff time cards as required and enter into Payworks payroll program on a bi-weekly basis (data entry)
19. Prepares PowerPoint presentations as requested and arranges for materials to be printed for seminars/lectures as required.
20. Coordinates travel arrangements for out of town and out of province lectures, meeting and court appearances.
21. Assists with gathering program stats for CDC and FASD and prepares reports as required
22. Adheres to all safety and health regulations and safe work practices
23. May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.

**Education:**

* Complete high school education, Manitoba standards, required
* Successful completion of a recognized secretarial training program required
* Certificate courses in supervision/leadership/administration preferred
* A combination of education and experience may be considered

**Special Training:**

* Typing 60-70 wpm; medical terminology (pass mark 75%); Good Working knowledge of Microsoft Office (Outlook, Word, PowerPoint, Excel and Access) required;
* Working knowledge of ACCURO and VENTIS software

**Experience**

* 3-5 years admin experience at a senior level required
* Previous supervisory experience required
* Excellent organizational skills and capacity for multi-tasking including frequent interactions with public, families and staff
* Team leadership experience preferred
* Excellent interpersonal and English communication skills required

**Hours of Work:**

* **Monday to Friday 7.5 hour day**

**Salary:** As per CUPE salary scale $20.267/hr - $23.964/hr

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