REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **Bulletin No: 18-035C - REPOST** | **Department: Child Development Clinic/FASD** | **Posting Date: Nov 8, 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**  |

Reporting to the RCC Manager of Child Development Clinic/FASD Centre at SSCY Centre this position provides administrative support to the Manager and the Medical Director of Child Development Clinic and The FASD Centre.

The incumbent is responsible for day to day supervision and leadership of the multi program admin team within Child Development Clinic and the FASD Centre, oversight and implementation of all admin guidelines, orientation and training of admin staff and basic orientation for all staff in ACCURO, admin support for developmental pediatrics sub specialty fellowship program and coordination and scheduling of rotations for pediatric residents/Fellows, physician assistants/IMG students and medical students; preparation and submission of physician billings and financial invoices; ensuring office supplies, assessments tools and resources are in stock and organized;

Education and Experience

Education:

* Complete high school education, Manitoba standards, required
* Successful completion of a recognized secretarial training program required
* Courses is leadership an asset
* A combination of education and experience may be considered

Special Training:

* Typing 55-60 wpm; medical terminology ; Good Working knowledge of Microsoft Office (Outlook, Word, Power point, Excel and Access) required;
* Working knowledge of ACCURO and VENTIS software preferred

Experience

* Minimum 2-3 years of senior leadership in administrative support required
* Previous supervisory experience preferred
* Excellent organizational skills and capacity for multi-tasking
* 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

|  |  |
| --- | --- |
| Please apply to:Kizzy PhillipsHR SpecialistRehabilitation Centre for Children1155 Notre DameWinnipeg, MB R3E 3G1info@rccinc.ca | Closing Date:November 15, 2018 |