REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No:**  **18-043** | **Department:**  Administration | **Posting Date:**  November 27, 2018 |
| **Position:**  Secretary II – Reception/Central Intake  (Standard Group Sec I) | **Reports to:**  Director of Rehabilitation and Clinical Services and Manager of Child Development Clinic | **Start Date:**  As soon as possible |
| **Job Type:**  **Permanent** | **Employee Group:**  CUPE | **EFT: 1.0** |

**Responsibilities:**

1. Performs reception/ telephone duties at Clinic Crossing Reception desk, and/or at front reception.
2. Provides administrative support to the SSCY Central Intake team, and other service providers as assigned, including, preparation of correspondence, reports, statistics and scheduling of clients.
3. Communicate effectively with all staff, families, visitors and volunteers
4. Work in electronic medical record scanning and filing documents.
5. When at front reception responsible for assisting in receiving merchandise coming into the SSCY centre & distributes mail.
6. A member of the SSCY Centre Administrative Support Team that provides efficient and effective clerical support.
7. Demonstrate ability to initiate, to innovate and to manage time effectively and to prioritize demands to meet deadlines in an environment with frequent interruptions.
8. Good judgment, analytic and problem solving skills.
9. Works within the SSCY Centre’s and RCC’s core values, philosophy, vision, goals, guidelines and procedures. Must be able to work cooperatively, courteously and communicate diplomatically with all the SSCY Centre personnel and families. Must be able to project a professional image at all times.
10. Ability to maintain a high level of confidentiality.
11. Transcription of medical dictation may be required

**Qualifications:**

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|  | Required | Preferred |
| Education | Completion of High School or Equivalent | Graduate from Secretarial Training Course.  Knowledge of French and English (oral and written). |
| Experience | Minimum two (2) years work experience in a clerical position. | Previous experience working in reception/ Shipping and Receiving; experience with Microsoft Office, Accuro and Medical Terminology.  Demonstrates proficiency in use of an electronic medical record (Accuro).  Experience in Healthcare would be an asset. |

**Hours of Work:** Monday to Friday – hours to be determined

**Salary:** $18.002- $20.869 /hour

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| **Apply in Writing to:**  **Barb Borton**  **Director of Rehabilitation and Clinical Services**  **1155 Notre Dame Ave Winnipeg MB R3E 3G1**  **bborton@rccinc.ca** | **Closing Date:**  December 4, 2018 |