REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No: 19-002** | **Department:**  Prosthetics & Orthotics | **Posting Date:**  January 22, 2019 |
| **Position:**  Administrative Assistant III | **Reports to:**  Director of Prosthetics & Orthotics | **Start Date:**  March 4, 2019 |
| **Job Type:**  **Our of Scope** | **Employee Group:**  Non-unionized | **EFT:**  1.0 |

**Responsibilities:**

Reporting to, and under the direction of the Directors of Prosthetics & Orthotics and Rehabilitation Services, the Administrative Assistant is responsible for the effective, efficient management of the office, providing administrative support, financial management, as well as managing and coordinating effective and efficient provision of clerical services to the Rehabilitation Engineering Department. Duties including: hiring, supervision, performance management and monitoring of workload of the office support staff, ongoing monitoring and execution of billing in the P&O Department; ensuring the completion of all monthly reports and stats; assisting the Directors in dealing with confidential human resources information (i.e. salaries, grievances, performance appraisals); coordinating meetings, attending and recording minutes; composing/typing a variety of correspondence, special projects and reports, and confidential financial documents; performing miscellaneous administrative and secretarial duties.

**Qualifications:**

* Complete high school education, Manitoba standards, required.
* Successful completion of a recognized Administrative Assistant program required.
* Certificate courses in supervision/administration/management preferred. A combination of education and experience may be considered.
* Typing 60 wpm.
* Demonstrated proficiency in the use of Windows and Microsoft Office including Word, Outlook, Excel, electronic medical records program.
* Basic bookkeeping and spreadsheet skills.
* Medical Terminology required.
* Experience with OPIE software preferred.
* 3 years previous experience in a senior secretarial position requiring considerable communication with senior level management staff and supervisory activity.
* Familiarity with the Rehabilitation Centre for Children’s internal structure, corporate policies and procedures and physical layout preferred.
* Demonstrated knowledge of the principles of Family Centred Care and Cultural Proficiency
* Must have excellent English communication (written and verbal) and interpersonal skills.
* Must be able to communicate with all levels of centre personnel including executive staff, department heads and directors and front line staff.
* Must have decision making ability, good judgment, initiative, diplomacy, and the ability to coordinate work flow and develop efficiencies.
* Major issues would be referred to the Director.
* Must be able to function with limited guidance, supervision and monitoring.
* Contact with staff, patients and public.

**Hours of Work: Monday to Friday Days based on operational needs**

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| **Apply in Writing to:**  **Kizzy Phillips, HR Specialist**  **1155 Notre Dame**  **Winnipeg, MB R3E 3G1** | **Closing Date:**  February 4, 2019 |