REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY Draft**

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| **Bulletin No: 19-004** | **Department:**  Prosthetics & Orthotics | **Posting Date:**  **March 1, 2019** |
| **Position:**  **Prosthetics & Orthotics Clinic Assistant** | **Reports to: Director of Prosthetics & Orthotics** | **Start Date: March 25, 2019** |
| **Job Type:**  **Full time Permanent** | **Employee Group:**  CUPE | **EFT: 1.0** |

**Responsibilities**:

* Performs Reception/Telephone duties as required.
* Greeting and directing clinic clients. Assisting clients with undressing and preparing for examination as required.
* Assisting with obtaining assessment data from clients, weighing and measuring.
* Assisting with transferring clients. Clean and tidy clinic rooms between client appointments.
* Assist in the coordination and booking of appointments and keeps record.
* Keep work-in-progress software updated.
* Completes test requisitions, books a variety of tests and receives test results.
* Photocopy correspondence, reports, pamphlets, articles, etc. as required/requested.
* Word process a variety of material including; correspondence, reports, forms, statistics, clinic lists, etc.
* Transcribing patient notes that may be written and or dictated.
* To prepare and submit monthly statistics
* Maintain records and filing system.
* Perform other related duties not exceeding skills and capabilities. Occasional out of town travel is required
* Is member of the service delivery team that provides efficient and effective clerical support to the centre
* Participated in quality improvement and research activities as required.

**Qualifications:**

* High School Graduate
* Graduate from a recognized Medical/Clinic Office Assistant Course
* Minimum 3 year work experience in a secretarial or clinic Assistant Position
* Previous experience with Microsoft Office and ACCURO, OPIE would be an asset

**Hours of Work:**

* **Monday to Friday Hours to be determined**

**Salary:** As per CUPE salary scale $18.265/hr - $21.174/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:**  March 8, 2019 |