REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **Bulletin No: 19-015** | **Department: Neonatal Follow-up Program** | **Posting Date:**  May 15, 2019 |
| **Position:**  **Secretary IV (Standard III)** | **Reports to: Director and Manager Neonatal Follow-up Program** | **Start Date: June 17, 2019** |
| **Job Type:**  **Permanent 0.6**  **Research Grant Funded 0.1** | **Employee Group:**  CUPE | **EFT: 0.6 Permanent**  **0.1Research Funded**  **Total EFT 0.7** |

The Neonatal Follow-up Program is a multidisciplinary program closely associated with Neonatal Medicine whose roles include: providing assessment and early intervention/referrals for infants at risk of neurodevelopmental impairments initially cared for in the Neonatal Intensive care units at HSC; participate in the quality assurance /audit programs of the NICU; conduct a program of research; and participate in education activities. Reporting to the Director and RCC Manager of Neonatal Follow-up Program at SSCY Centre this position provides administrative support to the Neonatal Follow up Program team which includes Medical Director, Associate Director, Manager, Developmental Paediatricians, Nurse Coordinator and Rehabilitation therapists.

The incumbent participates as a team member of the Neonatal Follow-up Program team.

Duties include:

1. Collecting demographic data on High Risk new born infants enrolled in the program,

2. Entering and maintaining data in a secure database ensuring completeness and accuracy,

3. Coordinating appointments for the Neonatal Follow-up Program,

4. Liaising with partners and community programs to ensure coordinated care of patients,

5. Acting as main contact and reception for the Neonatal Follow-up Program,

6. Medical transcription and report preparation as required as well as general typing,

7. Keeping accurate monthly program and patient statistics,

8. Projecting and calculating for the Neonatal Follow-up research/trust funds, monitoring and reconciling the monthly budget reports, handling payables and receivables,

9. Scheduling of rotations for Neonatal fellows, pediatric residents/Fellows, physician assistants/IMG students and medical students;

10. 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
* 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 ENTRADA software preferred

Experience:

* Minimum two years of administrative experience preferred
* Excellent organizational skills, capacity for multi-tasking and meeting timelines
* Previous experience working as part of a health care team required
* Excellent interpersonal and oral and written English communication skills required

Hours of Work:

* 7.5 hour day 8am – 4pm Monday, Wednesday and Thursday Additional 0.1 EFT flexible and scheduled related to work demands

Salary: As per CUPE salary scale $19.488/hr.- 22.592/hr.

|  |  |
| --- | --- |
| Please apply to:  Kizzy Phillips  HR Specialist  Rehabilitation Centre for Children  1155 Notre Dame  Winnipeg, MB R3E 3G1  [info@rccinc.ca](mailto:info@rccinc.ca) | Closing Date: May 24, 2019 |