REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No: 19-031** | **Department:**  RCC/Central Intake | **Posting Date:**  September 13, 2019 |
| **Position:**  Secretary III – Central Intake | **Reports to:**  RCC Director of Rehabilitation & Clinical Services | **Start Date:**  As soon as possible |
| **Job Type:**  **Unionized** | **Employee Group:**  CUPE | **EFT:**  1.0 Permanent |

**Responsibilities:**

Reporting to, and under the direction of, the Central Intake Team, the Secretary III is part of the Central Intake Services Team and provides general secretarial support to the SSCY/CTI-Wpg Centralized Intake Program. The incumbent is responsible to work at a senior level with full understanding of all MS Office programs. Workload demands include general secretarial work, maintaining a database, preparing statistics and other duties as assigned. Further responsibilities include receiving, processing and directing occupational therapy, physiotherapy, speech-language pathology and audiology referrals for central intake system.

**Qualifications:**

* Complete high school education, Manitoba standards, **required.**
* Successful completion of a recognized Administrative Assistant program or equivalent **required.**
* Minimum two year’s work experience in secretarial position – **required.**
* Healthcare setting experience – **preferred**.
* Previous experience with Microsoft Office and Accuro - **preferred**

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

**Salary Range: $18.722- 21.704 as per CUPE Agreement**

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| **Apply in Writing to:**  **Kizzy Phillips**  **HR Specialist**  **Rehabilitation Centre for Children**  **SSCY Centre**  **1155 Notre Dame**  **Winnipeg, MB R3E 3G1** | **Closing Date:**  September 20, 2019 |