REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No: 19-040** | **Department: Child Development Clinic/FASD** | **Posting Date:** **October 31,2019**  |
| **Position:****Secretary III (Standard II)**  | **Reports to: Manager Child Development Clinic/FASD** | **Start Date: Immediately** |
| **Job Type:****Permanent .8 eft** | **Employee Group:** CUPE  | **Hours** 60 hours per pay period |

**Responsibilities**:

**Primary responsibilities:**

* Registers new referrals in the EMR and prepares correspondence and information package for families

**Additional responsibilities:**

* Completes medical transcription of physician and resident assessment reports and types correspondence as required
* Processes referrals as recommended in the assessment report by physicians
* Prepares patient charts and scans and files relevant documentation in EMR and hard copy charts as required
* Schedules patient appointments and coordinates with other service providers as required.
* Types appointment letters and gathers relevant information or reports prior to appointments.
* Performs phone reception and in person reception duties as required including updating contact information in EMR and directing clients to assessment rooms and marking arrivals in EMR
* Perform other related duties not exceeding skills and capabilities

Qualifications:

* High School Graduate
* Graduate from Secretarial Training Course
* Minimum 1 year work experience in a secretarial position
* Previous experience with Microsoft Office and ACCURO preferred
* Word processing speed 55 wpm

**Hours of Work:**

* **Monday to Friday 7.5 hour day as needed**

**Salary:** As per CUPE salary scale $18.722/hr - $21.704/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:**November 7, 2019 |