REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **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

|  |  |
| --- | --- |
| **Apply in Writing to:**  **Kizzy Phillips**  **HR Specialist/Executive Assistant**  **1155 Notre Dame Ave**  **Winnipeg, MB R3E 3G1** | **Closing Date:**  November 7, 2019 |