REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY Draft**

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| **Bulletin No: 20-041** | **Department:** Prosthetics & Orthotics | **Posting Date:**  |
| **Position:****Prosthetics & Orthotics Clinic Assistant**  | **Reports to: Manager of Prosthetics & Orthotics** | **Start Date:** ASAP |
| **Job Type:****Full time Term – March 31, 2020 – with possibility of extension** | **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.
* 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

RCC is strongly committed to equity and diversity and especially welcomes applications from indigenous peoples, persons with disabilities, racialized persons, persons of all sexual orientations and genders and others who may contribute to the further diversification of ideas.

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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 3, 2020 |