REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY Draft**

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| **Bulletin No: 21-047** | **Department:**  **Neurodevelopmental Services** | **Posting Date:**  **July 14, 2021** |
| **Position:**  **.8 eft Clinic Assistant** | **Reports to: Director of Neurodevelopmental Services** | **Start Date: August 23, 2021** |
| **Job Type:**  **Permanent** | **Employee Group:**  CUPE | **EFT: .8** |

**Responsibilities:**

Reporting to, and under the direction of, the Director, Neurodevelopmental Services, the Clinic Assistant is part of the MB FASD Centre team within Neurodevelopmental Services. Primary responsibilities include: scheduling appointments for multi-disciplinary diagnostic team, word processing correspondence, reports, forms; maintaining records and resources; data entry, performing receptionist duties/supervision of clients in waiting area, clinic preparation and coordination; and picture taking, weighing, measuring as required.

**Qualifications:**

# Required

* High School Graduate.
* Graduate from a recognized Medical/Clinic Office Assistant Course or equivalent training and experience.
* Three years work experience in a secretarial or clinic assistant position.
* Database/spreadsheet training.
* Word processing speed of 65 w.p.m.
* Ability to work with minimal supervision.
* Ability to work as a team member.
* Good organizational skill.
* Good interpersonal and communication skills.
* Ability to take direction and follow through with the direction.
* Satisfactory Criminal Record Check with Vulnerable Sector Search, Child Abuse Registry Check and Adult Abuse Registry Check.

## Preferred

* Experience with Microsoft Office.
* Experience with Accuro.

**Hours of Work:** Monday to Friday .8 EFT – some flexibility, generally Monday to Thursday 8:30am – 4:30pm

**Salary:** As per CUPE agreement, starting at$18.265/hour

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| **Apply in Writing to:**  **Kizzy Phillips**  **HR Specialist/Executive Assistant**  **1155 Notre Dame Ave**  **Winnipeg, MB R3E 3G1** | **Closing Date:**  July 21, 2021 |