REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **Bulletin No: 21-073** | **Department: Central Intake** | **Posting Date:**  **November 18, 2021** |
| **Position:****Secretary III (Standard II)**  | **Reports to: Director of Rehabilitation and Clinical Services** | **Start Date: As soon as possible** |
| **Job Type:****Permanent 1.0 eft** | **Employee Group:** CUPE  | **Hours** 75 hours per pay period |

**Primary 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 and excellent skill with all MS Office programs. Workload demands include general secretarial work, receiving, processing and directing occupational therapy, physiotherapy, speech-language pathology and audiology referrals for central intake system. maintaining a database, preparing statistics and other duties as assigned.

Registers new referrals in the EMR and prepares related correspondence

**Additional responsibilities:**

* Types correspondence as required
* Processes and registers referrals
* Scans and files relevant documentation in EMR and hard copy charts as required
* Performs phone reception for Central Intake
* Perform other related duties not exceeding skills and capabilities

Qualifications:

* High School Graduate, Manitoba Standards - required
* Graduate from Secretarial Training Course - required
* Minimum 1 year work experience in a secretarial position
* Previous experience with Microsoft Office and ACCURO preferred
* Word processing speed 55 wpm
* Work well in a team setting multi system environment

**Hours of Work:**

* **Monday to Friday 7.5-hour day with flexibility related to operational requirements**

**Salary:** As per CUPE salary scale $18.722/hr - $21.704/hr

|  |  |
| --- | --- |
| **Apply in Writing to:****Kizzy Phillips****HR Specialist****1155 Notre Dame Ave****Winnipeg, MB R3E 3G1** | **Closing Date:**November 25, 2021 |