REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **Bulletin No: 22-020** | **Department:**  Rehabilitation Outpatient Clinics | **Posting Date:**  **May 6, 2022** |
| **Position:**  **Rehabilitation Clinics**  **Clinic Assistant** | **Reports to: Director of Rehabilitation and Clinical Services** | **Start Date:**  **As soon as possible** |
| **Job Type:**  **Indefinite Term** | **Employee Group:**  CUPE | **EFT: 1.0** |

**Responsibilities**:

The clinic assistant reports to the Director of Rehabilitation and Clinical Services and functions as a member of a multi-disciplinary clinic teams and will be responsible for:

Coordination and booking of complex appointments in EMR for multi-provider out-patient clinic with high volume. Perform Reception/Telephone duties for assigned clinics as required. Greet and receive clinic clients. Assist clients with preparing for examination as required. Obtain anthropometric data from clients such as weighing and measuring. Assist with transfer of clients and use of mechanized lift system. Clean and tidy clinic rooms/area between client appointments. Keep accurate records and wait lists. Complete test requisitions, book a variety of tests and receive/file test and medical results related to clinic population. Word process a variety of material including; correspondence, reports, forms, statistics, clinic lists, etc. Transcribe patient notes that may be written and or dictated. Maintain electronic wait list records and filing system related to assigned clinics. Perform other related duties not exceeding skills and capabilities. Occasional out of town travel may be required. A member of the service delivery team that providing family centred, efficient and effective clerical support to the centre. Participates in quality improvement and research activities as required.

**Education, Licenses, Registration and Experience:**

* High School Diploma - required
* Graduate from a recognized Medical/Clinic Office Assistant Course - required
* Minimum 3-year work experience in a secretarial or clinic Assistant Position - preferred.
* Previous experience with Microsoft Office required and ACCURO - preferred.
* Comfortable working in a digital environment

**Hours of Work:** Monday to Friday – 37.5 hours per week - Hours to be determined. However flexibility and after hours work is required as clinic schedules require.

**Salary:** As per CUPE Collective Agreement Range $18.265/hr - $21.174/hr

Must be legally entitled to work in Canada

Must be able to present a satisfactory Criminal Records Check (Including Vulnerable Sector Search), Child Abuse and Adult Abuse Registry Check

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.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require accommodation supports during the recruitment process, please contact Kizzy Phillips. All qualified candidates are encouraged to apply.

|  |  |
| --- | --- |
| **Apply in Writing to:**  Kizzy Phillips, HR Specialist  1155 Notre Dame Ave  Winnipeg, MB, R3E 3G1  Email:kizzyp@rccinc.ca | **Closing Date:**  May 13, 2022 |