

**REHABILITATION CENTRE FOR CHILDREN**
**JOB OPPORTUNITY**

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| <b>Bulletin No:</b> 24-058                          | <b>Department:</b><br>Neurodevelopmental<br>Services          | <b>Posting Date:</b><br>December 17, 2024 |
| <b>Position:</b> Secretary III (Standard<br>Sec II) | <b>Reports to:</b> Director of<br>Neurodevelopmental Services | <b>Start Date:</b><br>As soon as possible |
| <b>Job Type:</b><br>Indefinite term                 | <b>Employee Group:</b><br>CUPE                                | <b>EFT:</b><br>1.0 EFT Indefinite term    |

**Overview:**

Reporting to the Director – Neurodevelopmental Services, the Secretary III is part of the Administrative Support Team responsible for phone reception, processing program referrals/enrolments, scheduling and coordination of appointments, correspondence/word processing, medical transcription, maintaining program data bases and general administrative functions, meeting and event support, and provide admin coverage to other program areas.

**Responsibilities:**

- Capacity to work in a family centred and culturally safe manner
- Performs in-person and telephone reception duties as required.
- Processes referrals/enrolments, prepares both electronic and hard copy charts as required.
- Assist in the coordination and booking of appointments and keeps accurate records and wait lists.
- General administrative functions including word processing, faxing, filing, minute taking, mail distribution, room bookings, ordering supplies and photocopying.
- Medical transcription of patient notes/reports that may be written and/or dictated.
- Maintain records and filing system.
- Perform other related duties not exceeding skills and capabilities.
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**Qualifications:**
**Required:**

- High School Graduate – Manitoba Standards
- Graduate from Secretarial Training program or Medical Office Assistant program
- Minimum three (3) years' experience in a secretarial position, preferably in a healthcare setting

**Preferred:**

- Previous experience with Microsoft Office
- Previous experience with ACCURO
- Ability to work with minimal supervision
- Ability to work as a team member
- Excellent organizational, interpersonal and communication skills
- Ability to take direction and follow through with the direction
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**Hours of Work:** Monday to Friday – 7.5 hours per day, May include occasional evenings and weekend.

**Salary:** \$20.594 - \$23.874 per hour as per CUPE salary scale.

**Conditions of hire:**

- Must be legally entitled to work in Canada and able to present a satisfactory Criminal Records Check (Including Vulnerable Sector Search), Child Abuse and Adult Abuse Registry Check.
- Must have a valid driver's license and access to a reliable vehicle for work purposes.

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. Accommodation is available on request for candidates taking part in all aspects of the selection process. If you require accommodation support during the recruitment process, please contact Jessica Sanchez (Hr@rccinc.ca), all qualified candidates are encouraged to apply.

We thank all applicants that apply but only those candidates selected for an interview will be contacted.

**Apply in Writing to:**

Jessica Sanchez, HR Specialist  
1155 Notre Dame Ave Winnipeg  
Email: [hr@rccinc.ca](mailto:hr@rccinc.ca)

**Closing Date:**  
January 2, 2025