



REHABILITATION CENTRE FOR CHILDREN
JOB OPPORTUNITY

Bulletin No: 25-022	Department: Rehabilitation Clinics	Posting Date: April 16 th , 2025
Position: Clinic Assistant	Reports to: Director of Clinical Services	Start Date: ASAP
Job Type: Unionized	Employee Group: CUPE	EFT: 0.5 EFT Permanent

Responsibilities:

- Performs Reception/Telephone duties as required.
- Greeting and directing clinic clients. Assisting clients with undressing and preparing for examination as required. Performing anthropometrics and enters data into EMR.
- Clean and tidy clinic rooms between client appointments. Clean medical instruments between clients.
- Coordinates and books appointments and keeps record.
- Keep wait list information updated for multiple providers.
- Completes test requisitions, books a variety of tests and receives test results.
- Communicates regularly with physicians and team members regarding medication, client status and prioritization of appointments.
- Photocopy correspondence, reports, pamphlets, articles, etc. as required/requested.
- Word process a variety of material including correspondence, reports, forms, statistics, clinic lists, etc.
- 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.

Education, Licenses, Registration & Experience:

- High School Graduate – Manitoba Standard-required.
- Graduate from a recognized Medical / Clinic Office Assistant Course.
- Minimum 1 year of work experience in a secretarial or clinic assistant position.
- Previous experience with Microsoft Office including Teams and ACCURO, is preferred.

Hours of Work: Monday to Friday. Hours to be determined.

Salary: \$21.370 - \$24.775 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.

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, MB R3E 3G1
Email: hr@rccinc.ca

Closing Date:
April 23rd, 2025