

**REHABILITATION CENTRE FOR CHILDREN
JOB OPPORTUNITY**

Bulletin No: 26-015	Department: Rehabilitation Engineering	Posting Date: May 1 st , 2026
Position: Secretary IV (Standard Sec III)	Reports to: Rehabilitation Engineering Office Coordinator	Start Date: July 6 th , 2026
Job Type: Indefinite Term	Employee Group: CUPE	EFT: 1.0 EFT

Overview:

The Secretary IV reports to the Office Coordinator, under the supervision of the Director of Rehab Engineering, and works with program staff (as identified in the program addendum) to support day-to-day operations. As part of the Administrative Support Team, the Secretary IV is responsible for phone reception; processing program referrals/enrollments; scheduling and coordinating appointments; correspondence and word processing; medical transcription; maintaining records and filing systems; maintaining program databases and statistics; updating work-in-progress software; managing payables and receivables; providing general administrative and management support (including meeting support); providing administrative coverage; and completing other program-related duties.

Responsibilities:

- Phone reception for the department and in-person administrative contact for the area. Acts as a community liaison to parents, clinicians, and community services and acts on their requests for information, appointments, meetings, etc. Processes referrals or enrollments to program.
- Scheduling & Coordination of appointments
- Initiates, processes and follows up with funding requests for fee for service program
- Chart preparation and auditing for patient/client appointments
- Medical Transcription /Reports / Process referrals
- General Administration functions including; mail pick up & delivery, assisting with room bookings, ordering supplies, photocopying
- Support to management and clinical leads
- Attends group meetings, completes minutes and word processing
- Maintains accurate data base and monthly statistics for program
- Financial responsibilities including: oversight of trust accounts, monitoring and reconciliations of monthly budgets and managing payables and receivables
- Meeting & Event support (Registration for Events, arrange catering, booking I.T. /Telehealth Equipment)
- Admin support for research initiatives as assigned by Office Coordinator and Director of Rehabilitation and Clinical Services
- Administration coverage; provides clerical and admin support to staff and organizational programs as required.
- Other duties as assigned; perform other related duties not exceeding skills and capabilities.

Qualifications:

Required:

- High School Graduate – Manitoba Standards
- Graduate from Medical Secretarial Training program or Medical Office Assistant program
- Minimum three (3) years previous experience in a senior secretarial position, preferably in a healthcare setting.
- Previous experience working with Microsoft Office (Outlook, Word, PowerPoint, and Excel)
- Working knowledge of Accuro or relevant EMR

Hours of Work: Monday to Friday, 7.75 hours per day (38.75 hours per week).

Salary: \$23.950 – \$27.688 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:

Human Resources
1155 Notre Dame Ave. Winnipeg
Email: hr@rccinc.ca

Closing Date:

May 15th, 2026 (4:00 pm)