REHABILITATION CENTRE FOR CHILDREN
JOB OPPORTUNITY

Bulletin No: 26-011 REPOST	**Department:** Rehabilitation Clinics	**Posting Date:** November 4th, 2026
Position: Clinic Assistant	**Reports to:** Rehabilitation Clinics Manager	**Start Date:** ASAP
Job Type: Unionized	**Employee Group:** CUPE	**EFT:** 0.6 EFT Permanent

Responsibilities:

- Performing 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.
- Cleaning and tidying clinic rooms between client appointments. Cleaning medical instruments between clients.
- Coordinating and booking appointments and keeping records.
- Keeping wait list information updated for multiple providers.
- Completing test requisitions, booking a variety of tests and receiving test results.
- Communicating regularly with physicians and team members regarding medication, client status and prioritization of appointments.
- Photocopying correspondence, reports, pamphlets, articles, etc. as required/requested.
- Word processing a variety of material including correspondence, reports, forms, statistics, clinic lists, etc.
- Maintaining records and filing systems.
- Providing efficient and effective clerical support to the centre as a member of the service delivery team.
- Participating in quality improvement and research activities as required.
- Performing other related duties not exceeding skills and capabilities. Occasional out of town travel may be required.

Education, Licenses, Registration & Experience:

- High School Graduate – Manitoba Standard-required
- Graduate from a recognized Medical / Clinic Office Assistant Course
- Minimum three years of work experience in a secretarial or clinic assistant position
- Previous experience with Microsoft Office including Teams
- Previous experience with ACCURO would be an asset

Hours of Work: Monday to Friday -- 7.75 hours/day -- 23.25 hours/week. Hours to be determined.

Salary: $22.475 - $25.982 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 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, MB R3E 3G1
Email: hr@rccinc.ca

Closing Date:
November 12th, 2026 (4:00 pm)