REHABILITATION CENTRE FOR CHILDREN
JOB OPPORTUNITY

Bulletin No: 26-055 REPOST	**Department:** Rehabilitation Therapy	**Posting Date:** Nov. 2nd, 2026
Position: Secretary III	**Reports to:** Director of Provincial Therapy Services	**Start Date:** ASAP
Job Type: Unionized	**Employee Group:** CUPE	**EFT:** 1.0 EFT Indefinite Term

Overview:
The Rehabilitation Centre for Children (RCC) is a community-based health care facility providing services to children with special needs and their families.
We are looking for an organized and detail-oriented Secretary III to join our Administrative Support Team, providing administrative support to our Onsite Occupational Therapy (OT) and Physiotherapy (PT) Services.
In this role, you will support the day-to-day administrative needs of the department, helping ensure effective coordination, accurate records, and a positive experience for clients, families, and staff.

Responsibilities:
- Provide secretarial and administrative support in an electronic medical record (EMR) environment.
- Process referrals in collaboration with the Occupational Therapy and Physiotherapy Clinical Service Leads (CSLs).
- Coordinate and schedule appointments in person, by telephone, and by email.
- Maintain accurate patient records and prepare correspondence and letters.
- Process incoming mail and faxes, including scanning and filing documents in the EMR.
- Create and maintain departmental files and provide photocopying support for the therapy department.
- Provide additional reception support as required.

Qualifications:
Required:
- High School Graduate – Manitoba Standards
- Graduate from Medical Secretarial Training program or Medical Office Assistant program
- Minimum three (3) years' experience in a secretarial position, preferably in a healthcare setting
- Effective interpersonal skills when interacting with public and co-workers
- Accuracy with information management and data entry
- Previous experience with Microsoft Office
- Ability to work effectively both independently and within an inter-disciplinary team
- Excellent organizational, interpersonal and communication skills

Preferred:
- Previous experience with ACCURO

Hours of Work: Monday to Friday / 7:45 am – 4:00 pm / 38.75 hours per week, with occasional flexibility required regarding day of work and start/end times related to workload demands.

Salary: $24.255 - $27.173 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 to 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:
Nov. 9th, 2026 (4:00 pm)