

Job Title: Administrative Assistant - AY2 - Primary Care - Repost

Requisition ID: 398592

Position Number: 862-715202020A207-99

Posting End Date: Open Until Filled

Employer: Southern Health-Santé Sud

Site: East Borderland Primary Health Care Centre

Union: CUPE

Department/Unit: Primary Care Program

Work Location: East Borderland Primary Health Care Centre

City: Sprague

Hiring Status: Casual

FTE: Casual

Employment arrangement: In Person

Daily hours worked: 7.75

Anticipated shift: Days

Annual base hours: 2015

Anticipated Start Date: As mutually agreed upon

Salary: \$22.77 - \$25.70

Find your rewarding career in a vibrant and diverse community within Southern Health-Santé Sud. Our organization is privileged to provide care for people at every point in their lives.

Partnering with our communities, we provide safe, accessible and sustainable people-centered health care. We are proud to work in collaboration with all our partners within and throughout our diverse region: seven First Nations Communities, Francophone, Métis, Mennonite and Hutterite communities as well as a growing number of immigrants from all over the world.

Be part of the Southern Health-Santé Sud team, who is rooted in what matters most. Join a region that offers a lifestyle like no other – a safe, peaceful, beautiful, fulfilling life for you and your family.

Position Overview

Reporting directly to the Director Health Services, the Administrative Assistant is responsible for the coordination and provision of administrative support to the Primary Care (PC) Program. This support includes working with confidential information, maintaining personnel files, finance functions, clerical functions, office and data management, document production, documentation, communications and other duties as assigned.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

Experience

- Minimum of two (2) years directly-related administrative experience in a health care setting.

Education (Degree/Diploma/Certificate)

- Graduate of a recognized Administrative Assistant program or equivalent.

Certification/Licensure/Registration

Not Applicable

Qualifications and Skills

- Knowledge in use of photocopier, facsimile, calculator.

- Knowledge and proficient in Microsoft Office Applications and Outlook.
- Knowledge of basic medical terminology.
- Demonstrated keyboarding speed of 35-40 words per minute.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Good work and attendance record.
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.

Physical Requirements

- Demonstrated ability to meet the physical and mental demands of the job.
- No hazardous or significantly unpleasant conditions.
- May work occasionally evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

Southern Health-Santé Sud, in partnership with the Indigenous community, is committed to increasing the representation of Indigenous people within all levels of our workforce. Indigenous applicants are encouraged to apply and to voluntarily self-identify as being of Indigenous descent in their cover letter/application.

Completes and maintains Satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check. The successful candidate will be responsible for any service charges incurred.

Please include three work-related references with your job application from persons who are not related to you but have direct knowledge of your current and past work performance.

Consistent with the French Language Services Policy of the Government of Manitoba and Southern Health-Santé Sud's FLS Policy, we are committed to offering services in English and French in designated program/service areas serving French-speaking communities within Southern Health-Santé Sud. If no candidates satisfy the bilingual qualification, candidates meeting all other qualifications may be considered for this position.

Please be advised that job competitions for union represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file may be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.