



# INTERNAL JOB POSTING

## CLINICAL CARE ASSISTANT

Location: Thompson, MB

Facility: Thompson Clinic

**JANUARY 9, 2018**

|                             |  |
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| <b>JOB POSTING NUMBER</b>   | TH-2018-004  |
| <b>POSITION CODE</b>        | 886-2PCC-CA_05   |
| <b>DEPARTMENT</b>           | <b>PRIMARY CARE CLINICS</b>  |
| <b>JOB STATUS/FTE</b>       | TERM / 1.0 FTE   |
| <b>ANTICIPATED SHIFT</b>    | MON-FRI, 7.75 hours per day some evenings and weekends when required |
| <b>TERM (if applicable)</b> | INDEFINITE TERM  |
| <b>WAGE RANGE</b>           | \$18.265 – \$21.174  |
| <b>UNION AFFILIATION</b>    | UFCW   |

*This is an indefinite term position; expiry date of term position is subject to change with 24 hours' notice.*

### QUALIFICATIONS

- Grade12 education
- Graduate of an approved Medical Office Assistant program (alternate combinations of education and experience may be considered)
- Health Care Aide Certification is an asset
- Medical Terminology is an asset
- Must have a valid Manitoba Class V drivers license and willingness to travel throughout the region year round
- Familiar with of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Knowledge of Accuro would be an asset
- Knowledge and respect of Aboriginal culture essential
- Effective written and verbal communication skills
- Good organizational skills and the ability to work independently
- Demonstrates interpersonal skills through clear communication and positive behavior
- Demonstrates ability to work with minimal supervision
- Ability to speak Cree is an asset
- Ability to work effectively in a multi-disciplinary team
- Ability to respect and promote cultural diverse population
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80), if not on personnel file.

### For a full listing of qualifications please:

- **Refer to the Job Description which is posted on the Intranet under Resources/Human Resources/Job Description, then select the applicable department**
- **Or Contact Human Resources to request a copy.**

*Aboriginal applicants are encouraged to self-declare when submitting applications and resumes  
Internal Job Application Form and a resume are required for all internal postings  
Apply in writing directly to Brittany Plamondon, Human Resources Assistant on or before 1600 hours on:*

**JANUARY 16, 2018**

Awarded to: \_\_\_\_\_

Date: \_\_\_\_\_