



**NORTHERN
HEALTH REGION**

INTERNAL CAREER OPPORTUNITY

Administrative Assistant

LOCATION: Thompson, MB

FACILITY: HOPE North Recovery Centre

SUMMARY

The Administrative Assistant will provide general administrative support and reception duties for the Health Promotion, Mental Health Promotion and Community Health Promotion Team. In addition, he/she will provide administrative support to the Manager of Hope North Recovery Services for Youth and Health Promotion, Community Health Development. The incumbent functions as a member of the team(s) and performs a variety of high level confidential administrative and general office duties. The incumbent requires knowledge of the programming provided by the Behavioural Health Department, in particular the programs he/she is supporting.

QUALIFICATIONS

- Grade 12 or equivalent
- Completion of post-secondary education in office administration through a business school or college (combinations of education and experience may be considered)
- Applied Suicide Intervention Skills training and/ or Mental Health First Aid is an asset
- Two (2) years' experience in an administrative support role
- Accurate word processing at 50 words per minute (typing test will be required)
- Working knowledge of audiovisual equipment
- Knowledge of Acts pertaining to job functions (including PHIA, FIPPA, Youth Addictions Stabilization Act, Mental Health Act, Health Care Directives Act, Child Welfare Act)
- Knowledge of Health Promotion and Mental Health Promotion initiatives
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet

JOB POSTING NUMBER	TH-2018-0009
DEPARTMENT	Behavioural Health
JOB STATUS/FTE	0.75FTE
ANTICIPATED SHIFT	Mon-Fri; days
TERM (if applicable)	NA
HOURLY WAGE RANGE	To be discussed
UNION AFFILIATION	OOS

FULL JOB DESCRIPTION AVAILABLE ON REQUEST

Aboriginal applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

For more information, please contact:

Lori Rasmussen, Recruitment Officer

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CLOSING DATE: April 25, 2018