



INTERNAL JOB POSTING

CLINICAL CARE ASSISTANT

Location: Thompson, MB

Facility: Thompson Clinic

JUNE 7, 2018

JOB POSTING NUMBER	TH-2018-123
POSITION CODE	886-2PCC-CA_01
DEPARTMENT	PRIMARY CARE CLINICS
JOB STATUS/FTE	TERM / 1.0 FTE
ANTICIPATED SHIFT	MON-FRI, 7.75 hours per day; some evenings and weekends when required
TERM (if applicable)	INDEFINITE TERM
WAGE RANGE	\$18.265 – \$21.174
UNION AFFILIATION	UFCW

This is an indefinite term position; expiry date of term position is subject to change with a 24 hour notice.

QUALIFICATIONS

- Grade 12 education or equivalent
- 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
- Valid Manitoba Class V driver's license and willingness to travel throughout the region year round
- Familiar with Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Knowledge of Accuro 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 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:*

JUNE 14, 2018

Awarded to: _____

Date: _____