



## CAREER OPPORTUNITY

### Medical Services & Education Coordinator

*This is a term position resulting from a maternity leave; expiry date of term position is subject to change with a two (2) week notice.*

**LOCATION: Thompson, MB**

**FACILITY: NRHA Services Building**

#### SUMMARY

Reporting to the Medical Services Supervisor, the Medical Services & Educational Coordinator coordinates the scheduling and all matters relating to the educational experience of residents and other medical trainees in the Northern Health Region (NHR) and organizes all Continuing Professional development (CPD) sessions for Medical Staff, in partnership with the University of Manitoba. Ensures all requirements are met regarding licensing and coordinates scheduling for a variety of departments within the Medical Services portfolio.

#### QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of post-secondary education in office or business administration through a recognized college or university (suitable combination of education and experience may be considered)
- Valid Manitoba Class V driver's license, access to a vehicle and willingness to travel the region year round
- Two (2) years' experience in directly related position preferred
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook, Publisher, PowerPoint) and Internet
- Experience with scheduling Medical Staff preferred
- Experience with QHR and payroll an asset
- Experience in coordinating educational events and rotations for a variety of healthcare professionals preferred
- Accurate word processing at 50 words per minute (typing test will be required)

<b>JOB POSTING NUMBER</b>	TH-2019-0001
<b>DEPARTMENT</b>	Medical Services
<b>JOB STATUS/FTE</b>	1.0 FTE
<b>ANTICIPATED SHIFT</b>	Monday – Friday; days
<b>TERM (if applicable)</b>	Until June 30, 2020
<b>HOURLY WAGE RANGE</b>	To be discussed
<b>UNION AFFILIATION</b>	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:**

**Holly Rousson, RPR, Recruitment Officer**

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**Fax: 204-627-6810**

**Email: [recruitwest@nrha.ca](mailto:recruitwest@nrha.ca) Website: [www.northernhealthregion.ca](http://www.northernhealthregion.ca)**

**Local: 204-623-9229 or Toll Free: 1-866-758-7871**

**CLOSING DATE: January 14, 2019**