



**NORTHERN
HEALTH REGION**

INTERNAL JOB POSTING

CLINICAL CARE ASSISTANT

Location: Flin Flon, Manitoba

Facility: FLIN FLON GENERAL HOSPITAL

JANUARY 8, 2019

JOB POSTING NUMBER	FF-2019-007
POSITION CODE	882-1PCC-CA_03
DEPARTMENT	FLIN FLON CLINIC
JOB STATUS/FTE	PERM / 1.0 FTE
ANTICIPATED SHIFT	M-F; 7.75/HRS
TERM (if applicable)	
WAGE RANGE	\$18.265 - \$21.174
UNION AFFILIATION	CUPE

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 behaviour
- 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 Lisa Rogers, Human Resources Assistant on or before 1600 hours on*

JANUARY 15, 2019

Awarded to: _____

Date: _____