



CASUAL NOTICE

***If interested, please provide Tammy Hedman Human Resources Assistant
with a resume for consideration***

Clinical Care Assistant

Snow Lake Clinic – Snow Lake Health Care Centre

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
- Must have a 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 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.**