



INTERNAL JOB POSTING

CLINICAL CARE ASSISTANT

Location: Snow Lake, Manitoba

Facility: SNOW LAKE HEALTH CENTRE

June 8, 2021

JOB POSTING NUMBER	FF-2021-118
POSITION CODE	883-2PCC-CA_02
DEPARTMENT	SNOW LAKE CLINIC
JOB STATUS/FTE	TERM / 0.6 FTE
ANTICIPATED SHIFT	M-F Days
TERM (if applicable)	March 19, 2022
WAGE RANGE	\$18.265 - \$21.174
UNION AFFILIATION	CUPE

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

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 license and willingness to travel throughout the region year round
- Familiar with of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Knowledge of Accuro an asset
- 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 Department/Human Resources/Job Description, then select the applicable department; or,
- Contact Human Resources to request a copy.

Indigenous applicants are encouraged to self-declare when submitting applications and resumes.

Apply online at www.northernhealthregion.ca on or before

JUNE 15, 2021

Note: Paper based applications are accepted if no access to computer. Internal Job Application Form and a resume are required and must be submitted to HR Assistant Office at the applicable site prior to posting close.

Awarded to: _____

Date: _____