



INTERNAL JOB POSTING

CLINICAL CARE ASSISTANT

Location: Gillam, MB

Facility: Gillam Hospital

September 21, 2021

JOB POSTING NUMBER	TH-2021-260
POSITION CODE	117-2PCC-CA_05
DEPARTMENT	GILLAM HOSPITAL
JOB STATUS/FTE	Permanent/ 1.0 FTE
ANTICIPATED SHIFT	Monday – Friday days
TERM EXPIRY	
WAGE RANGE	\$18.265 - \$21.174
UNION AFFILIATION	CUPE (UFCW Collective Agreement)
<i>As a result of the Health Sector Bargaining Review Act, this position falls within the above noted existing Collective Agreement and will be administered by the successor union until a new Collective Agreement is ratified. In the event that you have any questions, please contact your Human Resource Department.</i>	

POSITION SUMMARY

The Clinical Care Assistant (CCA) provides clinical and clerical support to health care providers at the assigned Clinic and in outlying communities. The CCA is the liaison between the client and the health care provider, and is a member of the multi-disciplinary team. The CCA will effectively demonstrate core competencies including teamwork and collaboration, adaptability, initiative and pro-activity, diversity awareness, development of self and others, and customer/client focus.

The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person and Child Abuse Registry Checks Adult Abuse Registry Check, and adhere to all Northern Health Region (NHR) policies and procedures.

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. Waived for internal candidates with current checks on file.

For a full listing of qualifications please:

- **Internal Candidates:** Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,
- **External Candidates:** Contact Human Resources to request a copy

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

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

We thank all candidates for applying. Only those selected for interview will be contacted.

Using Google Chrome, Apply online at www.northernhealthregion.ca on or before

OPEN UNTIL FILLED

Note: In the event of technical difficulties with the online application, please contact Human Resources at recruiteast@nrha.ca for assistance prior to the closing date.

Awarded to: _____

Date: _____

