



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CASUAL NOTICE

REGIONAL EQUIPMENT COORDINATOR – CLERK II

Location: Flin Flon, The Pas, or Thompson, MB
(Position can be based at any of the three sites)

JOB POSTING NUMBER	TM-C-2022-016	POSITION CODE	881-1HHCA-SCK_99
DEPARTMENT	HOME CARE		
JOB STATUS	CASUAL		
WAGE RANGE	\$18.198 - \$21.157	UNION AFFILIATION	CUPE (Facility Support)

POSITION SUMMARY

Responsible for equipment management for the Home & Palliative Care Services. Provides an efficient service of ordering, receiving, storing, shipping (for some outlying communities), cataloguing and distribution of all equipment. Ensures accountability for costs associated with equipment and supplies including review of invoices and recommendations for payment. An integral part of the multidisciplinary team in promoting health within the Northern Health Region (NHR).

QUALIFICATIONS

- Grade 10 education (alternate combinations of education and experience may be considered)
- Successful completion of courses in related business subjects an asset (typing, accounting, computer operations and data processing)
- Workplace Hazardous Materials Information System (WHMIS) certification (or willingness to complete within 6 months of commencing employment).
- Valid Class V driver's license and access to a vehicle
- Previous experience in community/hospital environment preferred (i.e. home support worker, home care aide)
- Thorough knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- 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

OPEN UNTIL FILLED

Note: In the event of technical difficulties with the online application, please contact Human Resources at HRARegional@nrha.ca for assistance.