



# CASUAL NOTICE

## CLINICAL CARE ASSISTANT

**Location: The Pas, MB.**

**Facility: The Pas Health Complex**

<b>JOB POSTING NUMBER</b>	TP-C-2022-023	<b>POSITION CODE</b>	881-1PCC-CA_99
<b>DEPARTMENT</b>	THE PAS CLINIC		
<b>JOB STATUS</b>	CASUAL		
<b>WAGE RANGE</b>	\$21.095 - \$25.190	<b>UNION AFFILIATION</b>	CUPE (Community Support)

### POSITION SUMMARY

Provides clinical and clerical support to health care providers at the assigned clinic and in outlying communities. Liaises between the client and the health care provider, and is a member of the multi-disciplinary team. Effectively demonstrates core competencies including teamwork and collaboration, adaptability, initiative and pro-activity, diversity awareness, development of self and others, and customer/client focus.

### QUALIFICATIONS

- Grade 12 education or equivalent
- Graduate of a recognized Health Care Aide Program (relevant combinations of education and experience may be considered)
- Graduate of a recognized Clerical Training Program (relevant combinations of education and experience may be considered)
- Completion of a recognized Medical Terminology course to obtain within one (1) year of commencing employment)
- Valid Manitoba Class V driver's license and willingness to travel the region year round
- 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
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Knowledge of Accuro an asset
- 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 Health Region 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](http://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](mailto:HRARegional@nrha.ca) for assistance.*