



CASUAL NOTICE

CLINICAL CARE ASSISTANT

Location: The Pas, MB.

Facility: The Pas Health Complex

JOB POSTING NUMBER	TP-C-2022-023	POSITION CODE	881-1PCC-CA_99
DEPARTMENT	THE PAS CLINIC		
JOB STATUS	CASUAL		
WAGE RANGE	\$22.931 - \$27.382	UNION AFFILIATION	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 an asset
- 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

OPEN UNTIL FILLED

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