



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

UNIT ASSISTANT

Location: The Pas, MB

Facility: The Pas Health Complex

JOB POSTING NUMBER	TP-2024-487	POSITION CODE	111-1ACOBS-UA_05
DEPARTMENT	OBSTETRICS		
JOB STATUS/FTE	Term/0.6 FTE	ANTICIPATED SHIFT	D12/N12
TERM EXPIRY	April 18, 2025		
WAGE RANGE	\$21.095 - \$25.190	UNION AFFILIATION	CUPE (Community Support)

POSITION SUMMARY

In consultation with the Manager and Clinical Resource Nurse (CRN), the Unit Assistant performs clerical/technical/patient care duties and other job specific functions related to the demands of the Unit. The position requires a firm understanding of the Northern Health Region (NHR) charting documents, clerical routines, and an understanding of the equipment.

QUALIFICATIONS

- Graduate of a recognized Health Care Aide Program (combinations of education and experience may be considered)
- Graduate of a recognized Clerical Training Program (combinations of education and experience may be considered)
- Completion of a recognized Medical Terminology course or obtain within one (1) year of commencing employment
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Knowledge of Medical Terminology and unit specific equipment
- 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 recruitwest@nrha.ca for assistance.