Red Lake Margaret Cochenour
MEMORIAL HOSPITAL

JOB POSTING: Support Staff - Administrative, Community Counselling & Addiction Services

Position: Permanent Part-time (20 hours per week). Monday – Friday minimum 4 hours per day. Extended hours (8am – 4 pm) on days that Support Staff – Records is not in the office. This is an on-site position.

Salary/Compensation: Starting at $28.20 to $29.61 per hour (plus 22% in lieu of benefits or 17% if a member of HOOPP).

Start Date: As soon as possible.

Position Responsibilities:

- Greet clients, direct them to appropriate counsellor, provide basic information
- Schedule client appointments for clinicians
- Operate telephone system to answer, screen and forward telephone calls
- Keep inventory of all stock/supplies/agency possessions and property
- Order agency supplies/resources as required
- Book travel and accommodation when required, Coordinate efficient, cost effective means of travelling
- Design and print agency forms, appointment cards etc.
- Prepare and reconcile travel expenses
- Organize, track, and manage agency resources and staff library (including hardware, software, peripheral devices)
- Post and maintain information centres (bulletin boards, staff vacation calendars etc.)
- Other duties as given in JD-CCAS-02

Required Qualifications:

- Secondary School Diploma is the minimum requirement.
- Diploma in administration is considered an asset.
- Strong typing, word processing and advanced knowledge in computer applications with statistical understanding.
- A satisfactory Vulnerable Sector Check, a valid driver's license, and access to a vehicle are necessary.

Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity. Upon request, accommodation for disabilities can be provided in the hiring process to applicants who meet the required qualifications outlined in the job description.

Please submit cover letter and resume to Simranpreet Kaur (Human Resources Manager) at jobs@redlakehospital.ca