

We acknowledge that our foundation and the spaces in which we live and maintain are on the lands of the Anishinaapek of Red Lake; the traditional lands of Lac Seul and Wabauskang First Nations and Treaty 3 Territory. As we are all Treaty people, we will continue to cherish the reciprocity of all our relationships on these sacred Lands and Waters.

JOB POSTING: Support Staff - Records, 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 – Admin is not in the office. This is an on-site position.

Salary/Compensation: Starting at \$27.38 to \$28.75 per hour (plus 22% in lieu of benefits or 17% if a member of HOOPP).

Start Date: As soon as possible.

Summary:

Community Counselling and Addiction Services (CCAS) is a community-based, non-profit organization that is sponsored by the Red Lake Margaret Cochenour Memorial Hospital and funded by Ontario Health North and the Government of Ontario. Support Staff report to the agency Director.

Position Responsibilities:

- Function as administrator of information management systems (eg. TREAT, CONNEX)
- Enter data as required by information management systems
- Generate statistical reports as requested/required
- Classify, code, cross-reference clinical files
- Maintain indexes for classification systems
- Manage files with regard to retention and disposal schedules
- Ensure continuity between agency forms, policy and procedures and information management system requirements
- Schedule and confirm client appointments
- Maintain inventory and distribute clinical forms
- Maintain up to date treatment center application files
- Assist new staff with computer applications, eg. TREAT
- Manage agency Social Media accounts; content creation
- Create and design agency newsletters, brochures, posters, etc.
- Maintain confidentiality with regard to agency documentation and operations
- In absence of Administrative Support Staff, assume duties
- Other duties as assigned.

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.
- Knowledge of Canva is an asset.
- A satisfactory Criminal 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