

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

Position: Permanent Full-time, Monday – Friday. This is an on-site position.

Salary/Compensation: Starting at \$28.45 to \$29.88 per hour + comprehensive benefits package including HOOPP pension, disability insurance, health / dental; four weeks of vacation to start + 5 paid personal days

Start Date: As soon as possible.

Position Responsibilities:

- Greet people coming into office, direct them to appropriate counsellor, provide basic information
- Schedule client appointments for clinicians, operate telephone system to answer, screen and forward telephone calls, take messages, maintain voice mail system
- Operate photocopier, server, computer, printers, laminator, fax machine, scanner and other office equipment as required
- Perform minor maintenance of office equipment
- Keep inventory of all stock/supplies/agency possessions and property
- Order agency supplies/resources as required
- Co-ordinate administrative procedures such as budget submissions
- Open, sort and route incoming/outgoing correspondence (mail, facsimile, e-mail)
- Perform bookkeeping tasks (ie. code invoices, assume responsibility for and maintain petty cash, conduct reconciliation)
- Maintain and update budget tracking system
- Input data into the Electronic Health Record system TREAT as required
- In absence of Records 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

