



Continuing Care Administrative Assistant, Continuing Care

Salary: Range 10, \$34.03 to \$43.85 per hour

Status: Casual, no guarantee of hours

Competition #: CA24-027

Closing Date: Open

The Administrative Assistant is a member of the health care team that provides secretarial, payroll and administrative support to the multidisciplinary team. The incumbent acts as a receptionist and administrative assistant for the resident care areas and carries out clerical functions in relation to resident records, services and supplies. The incumbent is the first person that visitors, family and physicians interact with as they approach the nursing desk. They provide the necessary directions, answer questions and/or provide the forms/supplies that are required.

Qualifications

- Good oral and written communication and interpersonal skills.
- Knowledge of trans-cultural environment, sensitivity to others' situation/feelings.
- Knowledge and ability to use medical terminology. through completion of medical technology course and two years' experience
- Awareness of the use of equipment and supplies.
- Good computer experience and word processing.
- Basic working knowledge of office procedures.
- Ability to remain calm and level head during a crisis and/or busy time.
- Ability to work independently with little guidance.
- Good organizational skills, be able to prioritize effectively.

The level of knowledge is generally acquired through a Grade 12 education and 1-2 years secretarial training: including word processing, spreadsheets and email.

In addition to an attractive salary, we offer a Northern Allowance of \$2.42 per hour up to \$4,711 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca or via Fax to (867) 874-8345