

Manitoba Government Job Opportunities

Medical Office Assistant

AY3 Administrative Secretary 3

Regular/full-time

Manitoba Justice

Winnipeg Remand Centre , Correctional Services

Winnipeg MB

Advertisement Number: 38588

Salary(s): AY3 \$41,136.00 - \$47,018.00 per year

Closing Date: January 28, 2022

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

An eligibility list may be created for similar positions and will remain in effect for 12 months.

To be considered for this competition, you must submit an Application Screening Form. Complete the Application Screening Form at the link below. If you are having difficulty opening the link, you may have to use a different browser. You may also contact Human Resource Services (contact information under "Apply to") to request a copy of the Application Screening Form.

[CLICK HERE to access the application form.](#)

Introduction

The Department of Manitoba Justice is seeking a qualified individual to fill the position of Medical Office Assistant, located at the Winnipeg Remand Centre, in Winnipeg, Manitoba.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Criminal Record Check
- Satisfactory Adult Abuse Registry Check
- Satisfactory Child Abuse Registry Check
- Satisfactory Enhanced Security Screening
- Please note that this position is currently designated under current Public Health Orders and is required to confirm COVID-19 fully vaccinated status or submit to regular COVID-19 testing

Qualifications:

Essential:

- Experience in the maintenance of related physical and electronic filing systems, including the maintenance of accurate medical office records
- Extensive experience working with confidential information
- Proficiency in medical terminology
- Experience working independently
- Experience working cooperatively as part of a team
- Strong organizational and time management skills
- Strong written communication skills
- Strong verbal communication skills
- Strong interpersonal skills
- Proficiency with computer software programs, such as Microsoft Office (Outlook, Word, Excel)

Desired:

- Knowledge of The Personal Health Information Act (PHIA) and The Freedom of Information and Protection of Privacy Act (FIPPA)
- Experience with medical device reprocessing

Duties:

The Medical Office Assistant is a member of the Health Service Team performing clerical, receptionist and communication duties on the Unit. The Incumbent works under the direct supervision of the Health Services Manager. Duties will include: responding to internal and external inquiries, maintaining a medical records filing system, coordinating medical appointments for offenders, transcribing physicians' orders, completing medical requisitions, assembling offender health care charts, maintenance of paper forms and supply inventory and ordering.

Apply Now:

Advertisement # 38588

Service Centre 1

Human Resource Services

1130-405 Broadway

Winnipeg, MB, R3C 3L6

Phone: 204-945-3204

Fax: 204-948-7373

Email: govjobs@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions may be grieved and appealed by internal applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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manitoba.ca/govjobs



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Manitoba Civil Service Commission, 935 - 155 Carlton Street, Winnipeg, MB R3C 3H8 (204) 945-2332