



MANITOBA MÉTIS FEDERATION

CLINICAL SERVICES SUPPORT WORKER

August 18, 2022

Posting #22-12-011

The Manitoba Métis Federation (MMF) is the democratic Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Clinical Services Support Worker** position within our **Health and Wellness Department** located at the MMF Northwest Regional Office in **Dauphin, MB**. Reporting to the Clinical Services Manager, the Clinical Services Support Worker is responsible to provide administrative services supporting the Clinical Services branch of the Health and Wellness Department in the Northwest Region.

Job Duties/Competencies:

- Ensure all calls get answered promptly;
- Record and relay information to appropriate parties regarding clinical services;
- Take messages as required;
- Draft correspondence and interoffice memos;
- Photocopy and organize documents for distribution, mailing, filing and faxing;
- Complete required travel requisitions, cheque requisitions as requested;
- Organize weekly meetings, prepare agenda, take notes, record action items for follow up;
- Input all data collected from all clinical services and maintain hard copies appropriately according to PHIA;
- Assist in ordering office, clinic, and medical supplies as necessary;
- Assist in booking appointments for various programs.

Skills and Qualifications:

- Grade 12 Diploma or equivalent;
- Basic administrative training;
- Proven ability to manage a multi-line switchboard;
- Previous experience in a medical or vaccine clinic preferred;
- Proficient in Microsoft Office: Word, Excel, Outlook, PowerPoint;
- Excellent interpersonal and communication skills;
- Minimum 45 wpm typing speed;
- Proficient use of the English language, spelling, grammar, and punctuation;
- Knowledge of Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation.

Please submit your resume and cover letter, referencing the job posting number by Thursday, September 1, 2022.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.