



Job Posting #2026-062
Internal/External Posting
Posting Date: August 28, 2026
Closing Date: Sept. 4, 2026
Union: CUPE

Administrative Assistant
Health Services
Full Time Permanent Position

HOURS OF WORK: Days/Evenings/Weekends
START DATE: Date of Hire

Klinik Community Health is a pro-choice community health centre that provides primary care, education and counselling services to our local community and throughout Manitoba. Driven by our vision of creating healthy and engaged communities, we promote health and quality of life for people of every age, background, ethnicity, gender identity and socio-economic circumstances. Rooted in social justice values, we believe that everyone deserves quality care, support, and respect.

Position Summary

As a member of the Administration Team, you will report to the Manager, Clinical Health Services. The Administrative Assistant will provide general support to the Health Services Team. They will perform a variety of clerical functions for staff and management including responding to requests for supplies and equipment, supporting committee work, and coordinating other general administration activities as required.

QUALIFICATIONS:

- Minimum 3 years office experience
- Minimum typing speed of 60 WPM
- Demonstrated attention to detail in daily work
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher and Outlook)
- Proficient in the use of internet search engines
- Experience in Accuro (EMR- Electronic Medical Records)
- Knowledge of Medical Terminology
- Experience with payroll (Payworks preferred)
- Excellent organizational skills
- Demonstrated ability to work independently and as a member of a team
- Ability to establish workload priorities, adjust to new or unexpected events, problem solve, and deal effectively with conflict situations



REQUIREMENTS:

- Understanding of and commitment to Klinik Vision, Mission and Values
- Experience with and commitment to Reconciliation, and to dismantling racism and oppression within policies, procedures and practices
- Proficient in English, oral and written
- Ability to maintain confidentiality
- Willing to work flexible hours of work including evenings and weekends
- Willing to perform other duties, as assigned
- Satisfactory Criminal Record, Child Abuse and Adult Abuse Registry checks

RESPONSIBILITIES:

- Provides administrative supports
 - Word processing
 - Minute taking and transcribing
 - Ensures accurate collection and calculation of monthly statistics
 - Compiles resources needed for health services packages
 - Participates in program planning, evaluation and quality monitoring including daily statistics
 - Completes medical billing including reconciliation and submissions to Manitoba Health
 - Performs document management using EMR
 - Provides relief for the Agency Assistants as required
- Works in conjunction with all Klinik staff and external agencies as is appropriate to ensure an inter-disciplinary approach to meeting healthcare needs

Other

- Participates in training courses and in-services as required, offered elsewhere and by Klinik in order to maintain and improve quality of service
- Attend staff meetings as required
- Participate in formal self evaluations by identifying strengths and limitations
- Seek appropriate supervision/consultation of own actions
- Adheres to all agency policies, procedures protocols and promotes best practice
- Perform other duties and functions related to their job description not exceeding the above stated capacities



Working Environment and Physical Abilities:

- Work environment consisting of an office building
- Work areas may be in the public areas of the building
- May be required to sit for long periods of time
- May be required to move items weighing up to 12 kg
- May encounter aggressive and/or agitated clients and visitors

SALARY RANGE \$22.302-\$25.036 per hour

APPLICATION PROCESS

- Application Deadline: September 4, 2026
- Email cover letter and resume to: jobs@klinik.mb.ca
- Please note "Job Posting #2026-062" in the email subject line

Klinik is committed to working towards having a more equitable and diverse work force at all levels of our organization. We welcome and encourage persons who reflect the diversity of the communities we serve to apply, including those who identify as Indigenous, Black, Persons of Colour, 2SLGBTQIA+, and/or those living with disabilities. Applicants are invited to self-declare in their cover letter.

Accommodations are available upon request during the assessment and selection process.

Thank you for your interest. Only candidates selected for an interview will be contacted.