



JOB POSTING #2020-635

COUNSELLING INTAKE ADMINISTRATOR FULL TIME PERMANENT POSITION 1.0 E.F.T. – 40 HOURS PER WEEK

START DATE: To Be Determined

HOURS OF WORK: Monday to Friday 9:00 A.M. – 5:00 P.M.

May Include Evenings

STARTING SALARY: \$17.552 – \$19.179 per hour

PLEASE SUBMIT RESUME BY: TUESDAY, JUNE 2, 2020

Amanda Harris, Manager of Health Services, Klinik Community Health
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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

The Counselling Intake Administrator (CIA) is the first point of contact for clients and patients accessing Klinik Services. They will work closely with the System Navigator to screen and book appointments for clients and accordingly will need to have a thorough knowledge of Klinik Programs and Services. The (CIA) will assist Klinik Counsellors with booking and rebooking clients. They will need to have advanced skills in Accuro and comfortable learning new technology. The Counselling Intake Administrator will work within an interprofessional team to support clients and patients accessing Klinik Programs and Services.



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QUALIFICATIONS:

- Minimum three years office experience
- Minimum typing speed of 60 words per minute
- Demonstrated attention to detail in daily work is required
- Proficient in Microsoft Office, E-mail, internet
- Excellent organization skills
- Demonstrated ability to work without supervision and as a member of a team
- Demonstrated telephone skills with the ability to handle many tasks, information and requests simultaneously

RESPONSIBILITIES:

- Provides administrative support to counseling services
- Word processing
- Develops, coordinates and maintains office and administrative systems as directed.
- Responds to telephone enquiries
- Agency Intake Front Desk Relief
- Outgoing mail
- Other administrative duties as may be assigned by the Director

Other

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

**Klinik is a pro-choice community health centre
and supports the principles of diversity, inclusion and cultural awareness.**
Thank you for your interest. Only candidates selected for an interview will be contacted.



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