

**Job Posting #2025-037**  
**Internal/External Posting**  
**Posting Date: April 29, 2025**  
**Closing Date: May 6, 2025**  
**Union: CUPE**

**Administrative Assistant**

**Full Time Term Position**

**1.0 E.F.T. – 40 Hours Per Week**

**Start Date- Date of Hire**

**Term Ending- One Year from Start Date (with possibility of extension)**

**HOURS OF WORK:** Days/Evenings/Weekends

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 Administrative Assistant position will be employed within the Counselling Program. The position will work with the team to coordinate client intake and administration, tracking of programs and groups, staff meeting coordination, data collection, minute taking and general administrative duties.

**QUALIFICATIONS:**

- Minimum three years office experience
- Minimum typing speed of 60 words per minute
- Demonstrated attention to detail in daily work
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher and Outlook)
- Proficient in email and Internet Explorer (or other search engines)
- Experience in Accuro (EMR-electronic medical record), WordPress, Payworks, Humanity, iCarol and Canva.
- Knowledge of mental health services
- Excellent organizational skills
- Demonstrated ability to work independently and as a member of a team
- Demonstrated telephone skills with the ability to handle many tasks, information and requests simultaneously
- Knowledge of Indigenous Perspective is an asset
- 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 support to the centralized intake for counselling services
- Word processing
- Compiles resources for meetings, workshops and trainings
- Develops, coordinates and maintains office and administrative systems as directed.
- Responds to telephone and email enquiries.
- Manages the centralized intake and forwards inquiries to the intake clinician for follow-up
- Minute taking and transcribing
- Other administrative duties as may be assigned by the Manager: incoming/outgoing mail
- Recommends system improvements/developments to Manager.
- Preparation of timecards
- Ensures accurate collection and calculation of monthly statistics
- Participates in program planning, evaluation and quality monitoring including daily statistics
- Responsible for performance of other functions as requested by the Manager.

**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

**SALARY RANGE**                \$21.152 to \$23.807 per hour

**APPLICATION PROCESS**

- Application Deadline: May 6, 2025
- Email cover letter and resume to: [jobs@klinik.mb.ca](mailto:jobs@klinik.mb.ca)
- Please use "Job Posting #2025-037" in all correspondence



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, those who identify as Indigenous, Black, Persons of Colour, 2SLGBTQQA+, 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. Applicants are asked to please self-declare in their cover letter.

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