



Job Vacancy
Intake Coordinator/ Office Assistant (Part-Time)

Hours: 15 hours per week (3 days per week), flexible hours

Rate of Pay: \$16.00 per hour

Start Date: September 17th, 2018

Background: Clinic Psychology Manitoba is a private psychology practice that provides psychological services to adults, children and adolescents in Winnipeg and surrounding areas. Our team consists of registered psychologists, and clinical associates, specializing in cognitive behaviour therapy (CBT).

Position: We are looking for a friendly and outgoing member to join our team. This person must be detail oriented and have excellent customer service skills, with the ability to maintain positive relationships with both team members as well as the clientele.

Responsibilities:

- Answer phone calls, and return voicemails
- Intake with new clients over the phone and or e-mail
- Add/ update client information on electronic medical records (EMR) system
- Greet clients in clinic and ensure waiting area is tidy
- Schedule appointments
- Photocopying, faxing, filing (paper and electronic)
- Assist with basic bookkeeping
- Add content and updates on Facebook Page/ website
- Register clients for workshops
- Create and disseminate promotional material for programs
- Organize staff meetings, and arrange for meals
- Perform other duties as required

Requirements;

- Must be legally entitled to work in Canada
- Post-secondary education or enrolled in post-secondary program
- Must have knowledge and experience with Microsoft Office Products and comfort learning new software required.
- Willingness to learn and adapt
- Strong organization and time management skills
- Approachable and friendly
- Criminal Record Check and Child Abuse Registry check required prior to start date.
- Must complete PHIA online training at <http://www.trainingtodo.com/mbhealth/secure/index.asp>.

Assets:

- Knowledge about psychology practice, and CBT
- Experience working In healthcare/ social service environment
- Experience with confidentiality agreements

To apply for this position, please submit your resume, cover letter and three references by e-mail only. **Deadline to submit applications is August 24th, 2018 by 5pm.**

Send to:
Nadiah Sidik, Clinic Manager
answers@clinicpsychology.com

We thank all who apply, but only those selected for an interview will be contacted.