

INTERNAL/EXTERNAL ADVERTISEMENT
COCHRANE TEMISKAMING RESOURCE CENTRE
CLIENT RECORDS CLERK – (CLERK STENOGRAPHER)
#21-05: One (1) Full Time Client Records Clerk- (Clerk Stenographer)

The Cochrane Temiskaming Resource Centre (CTRC) is seeking a Full-Time Client Records Clerk to join its team in Timmins. CTCR is a regional Developmental Services provider offering programs across the Districts of Temiskaming and Cochrane including coastal communities along James and Hudson Bay.

The successful candidate will work across departments offering supports to staff with intake, resource assignment, data inputting, health records requests, record keeping, administrative support and other functions related to the services for individuals with Developmental Disabilities. The Client Records Clerk will work collaboratively with different team members including a Registered Nurse, Psychological and Speech Services Staff in Timmins and in Satellite locations, Client Support Workers, Department Directors and Managers, Residential Supervisor, Residential Counsellors and Assistant Residential Counselors.

The successful candidate will also welcome direct service users and others in the main reception area.

Permanent Full-Time employees are offered a defined pension plan with the Healthcare of Ontario Pension Plan (HOOPP) and are enrolled from hire date. Extended Health Benefits (100% of drug costs) Life insurance, Dental (\$1,000/yr.), Vision (\$225/24 months), Para-Medical Coverage (\$21/visit/practitioner) and Travel Insurance are provided. Flexible work schedules are offered and vacation is as per the Collective Agreement provisions.

Hours of Work: 75 hours/2 weeks
Wages: \$22.84 to \$24.05/hour
Proposed Starting Date: ASAP

QUALIFICATIONS: Successful completion of a two year, preferably a three year course of study in business from a College of Applied Arts and Technology. Two years of experience working in an office setting. Knowledge of computers with ability to operate a variety of software programs (*Microsoft software*). Exceptional organizational skills and ability to get along with a diversified group of employees. Ability to compose letters and memorandums, ensuring proper spelling, punctuation and grammar in both official languages. Ability to communicate effectively and meet the public with courtesy and tact and maintain confidentiality at all times. Bilingualism (French and English).

INTERESTED, QUALIFIED PERSONS ARE INVITED TO SUBMIT AN APPLICATION TO:
COCHRANE TEMISKAMING RESOURCE CENTRE
c/o Human Resources
600 Toke Street
Timmins, Ontario P4N 6W1
Fax: 705-264-4255
or email: HR@ctrc.on.ca
View our Website at www.ctrc.on.ca

Posting date: January 12, 2021 @ 4:15PM

Closing date: January 19, 2021 @ 4:15PM

An Equal Opportunity Employer
This position has been advertised internally/externally.
We thank all applicants and wish to advise that
only those selected for an interview will be contacted
Please advise us should you require accommodations during the Interview

