

INTERNAL/EXTERNAL ADVERTISEMENT
COCHRANE TEMISKAMING RESOURCE CENTRE
ANNOUNCES A VACANCY FOR A:
CLERK STENOGRAPHER – CLIENT RECORDS

#24-35: One (1) Full Time Clerk Stenographer - Client Records Clerk

The Cochrane Temiskaming Resource Centre (CTRC) is seeking a Full-Time Clerk Stenographer with Client Records 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 Clerk Stenographer 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 Supervisors, Residential Counsellors and Assistant Residential Counsellors.

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 (\$500 per year) 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: \$24.67 to \$25.89/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). **Double vaccination against COVID-19 is mandatory.**

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: 705-264-0772

or email: HR@ctrc.on.ca

View our Website at www.ctrc.on.ca

Posting date: September 16, 2024 @ 4:15pm

Closing date: September 30, 2024 @ 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.

