

ADMINISTRATIVE OFFICER CLASS 2 (5315)

PERMANENT FULL-TIME

DEPARTMENT:	Curative Dental Service (655166)
WORK LOCATION:	Mistissini
UNION:	CSN
STATUS:	1 Permanent Full-Time
HOURLY SALARY:	Min. (1) \$20.76 - Max (6) \$23.22

SUMMARY OF THE POSITION

Person who assists one or several professionals or a work team in their administrative or professional tasks.

She/he performs a set of administrative or managerial tasks according to the established complex methods or procedures or she/he changes them as needed. She/he exercises mainly and usually responsibilities related to the development and processing of files or data requiring specific knowledge.

She/he may also perform tasks falling under the secretarial sector.

SPECIFIC FUNCTIONS

- Receive visitors at the front desk by greeting, welcoming and assisting them appropriately in their requests;
- Open medical files under request for Mistissini
- Must know how to navigate in Care 4, Benefits and Medipatient;
- Knowledge of dental terminology and basic operations for billing and communications;
- Provide support and assistance to clients with the different forms (e.g.: DEC-200 form, death certificate, etc.)
- Assist users in the authentication process and temporary RAMQ card;
- Produce statistics on Excel registry - compile the entire filling statistics, Loan and return chart statistics and the Access of Information release;
- Support and collaborate with co-workers, employees and professionals in their task priorities;
- Ensure the dental department is never left unattended;
- Carry out filing classification process. Fix and repair the chart if needed;
- Follow the appropriate procedure for charts;
- Answer, screen and forward incoming phone calls;
- Perform any other clerical duties requested by the supervisor

REQUIREMENTS

Education:

- Must hold a High School Diploma.

Experience:

- Experience in work office and in clerical duties (asset);

Knowledge and Abilities:



- Possess a strong interest in office work;
- Good knowledge of computerized systems (Word, Excel);
- Knowledge of computer system *Medipatient* (asset)
- Ability to work well under pressure and independently with minimum supervision;
- Familiar with medical terminology is an asset;
- Teamwork capabilities;
- Autonomous and resourcefulness;
- Sens of adaptability and flexibility;
- Practical, proactive and resourcefulness,
- Excellent communication skills (both written and spoken).
- Professional discipline and sense of accountability;
- Excellent sense of organization and attentive to details;
- Excellent customer service including warm and welcoming attitude towards clients;
- Respect rules of professional conduct about confidentiality;
- Knowledge of Access to Information Act and right to obtain information (asset);
- Operational processes

Language:

- Fluent in English;
- Fluency in Cree or French is an asset.

POSTING START/END DATE:	10/13/2021 – 10/27/2021
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	No
SHIFT TYPE:	Day
HOURS PER DAY/WEEK:	7 / 35

HOW TO APPLY

To apply, please forward your resume to:

Cree Board of Health & Social Services of James Bay

Tel 514-861-5955 Fax 514-989-7495

Email jobs.reg18@ssss.gouv.qc.ca

With your application, please make sure to specify the Posting # and the Job title on which you wish to apply.

WE THANK ALL CANDIDATES WHO APPLY, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

NOTES

In accordance with various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.