



**Position Title:** Eating Disorder Program Assistant

**Union Classification:** Medical Assistant

**Hours:** 0.50 EFT (20 hours / week)

**Salary Scale:** \$17.107 - \$19.831

**Job Purpose:** To provide administrative support to the Provincial Eating Disorder Prevention and Recovery Program (PEDPRP)

ALL INTERNAL APPLICANTS MUST APPLY IN WRITING, including those who wish to increase their EFT.

**PLEASE REPLY IN WRITING BY 4:00 pm on Thursday November 23rd, 2017 TO:**

Eating Disorder Program Assistant Hiring Committee, Women's Health Clinic  
419 Graham Ave. Unit A, Wpg MB R3C 0M3 or email: [secty@womenshealthclinic.org](mailto:secty@womenshealthclinic.org)

### **PRIMARY RESPONSIBILITIES:**

#### Reception:

- Assist clients and program staff by screening and directing incoming calls
- Provide information about PEDPRP programs and services
- Distribute program information upon request
- Refer callers to other services in and outside of the Clinic as appropriate
- Maintain program wait lists

#### Evaluation Support:

- Collate statistic information for reporting to WRHA and Manitoba Health
- Compile program participant feedback data
- Assist in other evaluation activities as required

#### Program support:

- Contact program participants to remind them of upcoming appointments and treatment group/workshop start dates or cancellations
- Assist in maintaining client electronic medical records
- Organize and maintain program files and resources, including a small resource library
- Assist in preparation for groups
- Record and distribute minutes from monthly service team meetings

#### Other Activities

- Participate in management by reading meeting minutes and performing follow-up tasks from meeting as required by the organizational structure
- Maintain and enhance work-related skills through educational activities and in-services, in order to contribute to satisfactory performance of job duties
- Attend clinic meetings as required through participatory management structure
- Assist with the orientation/training of other staff as required
- Stay up-to-date about Clinic programs and procedures

Women's Health Clinic is a feminist, pro-choice community health centre that provides accessible and equitable health and wellness services and education. WHC is committed to developing an inclusive organization that is reflective of and responsive to the diversity of the communities we serve. This position is subject to a Criminal Record Check and a Child Abuse Registry Check.

**We thank all applicants for their interest; however, we will only contact those candidates whom we wish to interview.**



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**Additional Information:**

- A commitment to working with women from a feminist perspective is required and in particular, a commitment to working in a participatory management team oriented structure.
- Ability to recognize crisis situations and to facilitate appropriate referrals.

**QUALIFICATIONS:**

**Minimum requirements**

- Previous experience in answering phones and directing clients in a social services setting.
- A basic understanding of weight preoccupation, eating disorders, and Health At Every Size®.
- Ability to take initiative in a self-directed and high energy work environment.
- Ability to prioritize and follow-through on tasks in an environment with multiple demands.
- Exceptional organization skills.
- Excellent interpersonal verbal and written communication skills and problem-solving skills.
- Previous experience referring people in crisis to appropriate crisis resources.
- Awareness and understanding of cultural diversity issues.
- A commitment to supporting a body positive work environment.
- Awareness of women's health issues; must be comfortable working in a pro-choice environment.
- Demonstrated ability to maintain confidentiality.
- Good working knowledge of Microsoft Office applications

**Assets**

- Proficiency in both official languages or other language

**Equipment Used:** Telephone system, photocopier, scanner, computer, and printer

**Seniority will be a factor in the selection of the incumbent.**

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