The NorWest Youth Hub Agency Assistant will provide reception and intake support to a multidisciplinary team including agency partners. The Agency Assistant will engage in program planning support, evaluation and quality monitoring including completing daily statistics. The Agency Assistant will assist with social media, promotions, and outreach including tours and presentations at the Youth Hub and in community.

Primary hours for this position will be Monday – Friday 11:00am-7:00pm, with the potential of Saturday hours. Applicants must be available for hours as noted. Hours subject to change as program develops.

QUALIFICATIONS

- Completion of high school education required. Post-secondary education in a healthcare program or related degree is preferred.
- Training in de-escalation techniques an asset.
- Minimum one year experience in a multidisciplinary health setting preferred.
- Reception or clerical/administrative experience an asset.
- Experience with Accuro EMR an asset.
- Medical Anatomy/Terminology Certification required.
- Excellent computer skills, including working knowledge of Microsoft Office.
- Ability to operate information technology required.
- Excellent communication skills, both verbal and written.
- Excellent telephone skills (answering, transferring, professional phone etiquette).
- Experience working with youth from diverse backgrounds.
- Experience with statistical tracking and completing funder/government reporting, and assisting in conducting statistical research.
- Knowledge of youth mental health resources and community development principles & practices.
- Demonstrated commitment to ongoing professional development.
- Strong communication and problem solving skills.
- Ability to work well within an interdisciplinary team in a variety of settings.
- Knowledge and experience with diverse cultures; and economic & mental health backgrounds.
- Valid driver’s license and access to a vehicle.
- Child/elder abuse and criminal records check required.

Please submit application by Thursday, October 22nd, 2020, in confidence to:

Kendra Monk, NorWest Youth Hub Coordinator
NorWest Co-op Community Health
785 Keewatin Street  Winnipeg, MB  R2X 3B9
Email: kmonk@norwestcoop.ca  Fax: 204.938.5994
www.norwestcoop.ca

We thank you for your interest, however, only candidates selected for an interview will be contacted.