

**Primary Care Assistant  
Internal/External Posting  
1.0 EFT Permanent**

**Department:** Administration  
**Position:** Primary Care Assistant  
**Anticipated Shift:** Days, Evenings, Weekends  
**Responsible To:** Administrative Manager  
**Anticipated Start Date:** May 5.2025  
**Salary:** \$22.091, \$22.599, \$23.169, \$23.769, \$24.468, \$25.088  
**Union:** CUPE

**Position Summary:**

NorWest Coop Community Health is seeking a highly motivated Primary Care Assistant with excellent interpersonal and communication skills. This position supports front reception, front entrance screening and the Primary Care Team in the delivery of safe, efficient and quality services at various Norwest sites. The incumbent will provide a variety of clerical functions and must contribute to a respectful work environment and participate in workload sharing and coverage within the team.

**Experience:**

- A minimum of two years related healthcare experience required
- Experience in Email and computerized calendars required
- Working knowledge of electronic medical records preferred
- Demonstrated knowledge and experience maintaining medical records and filing systems, compiling statistics and processing personal health information
- Switchboard/receptionist experience

**Education:**

- Complete high school education, Manitoba standards required
- Successful completion of a Unit Clerk Course and/or a Medical Office Assistant Course required
- Basic Life Support recognized by the Heart and Stroke Foundation of Canada (i.e., CPR Anytime Family and Friends) provide certificate if it is made available
- A Combination of education and experience may be considered

**Qualifications:**

- Keyboarding speed of 40 wpm required
- Knowledge of medical terminology required
- Proficiency in Microsoft Word, Excel and Outlook required
- Demonstrated ability to effectively work as a team member and form respectful relationships with team members, other professionals, clients and the community.
- Demonstrated ability to work independently, with minimal supervision and take initiative through action that favourably influence events
- Excellent customer service, communication and interpersonal skills
- Excellent command of the English language (both written and oral)

- Ability to problem solve and work within a fast-paced interdisciplinary team environment with frequent disruptions and deadlines
- Experience with specimen collection, medical supply management and statistical data collection.
- Knowledge and experience working with diverse cultures
- Ability to maintain a high level of confidentiality
- Ability to plan and organize a heavy workload, under pressure, to meet deadlines
- Respectful of diversity and values diverse perspectives and ideas
- Criminal Record Check and Child/Elder Abuse Registry required
- Valid driver's license and access to a vehicle
- Must be willing to work weekdays, weekends, evenings and holidays

Physical requirements:

- Must be able to do moderate lifting and a moderate amount of walking
- Must be able to function effectively in a fast-moving environment with frequent interruptions

**Please submit your application in confidence to:**

Rupsi Parajuli, HR Assistant  
 NorWest Co-Op Community Health  
 785 Keewatin Street, Winnipeg MB  
 Email: [rparajuli@norwestcoop.ca](mailto:rparajuli@norwestcoop.ca)

**Application Deadline: Posted until filled**

We thank everyone who expresses interest but only those selected for an interview will be contacted.

785 Keewatin St  
 Winnipeg, Manitoba  
 R2X 3B9  
 Ph: 204-938-5900  
 Fax: 204-938-5994  
[info@norwestcoop.ca](mailto:info@norwestcoop.ca)  
[www.norwestcoop.ca](http://www.norwestcoop.ca)