

FULL TIME Medical Administrative Assistant Family Medical Teaching Unit Summerville Family Health Team

Medical Administrative Assistant for “Family Medicine Teaching Unit:

Hours: Weekdays– Afternoon & weekends (occasionally)

Work Schedule Full Time: 37.5 hrs/wk

Salary: \$17.00 per hour

Start Date: As soon as possible

Fully Vaccinated- Wearing mask and other PPE as required

FMTU” Address:

Family Medicine Teaching Unit (FMTU)
101 Queensway West, 7th Floor
Mississauga, ON, L5B 2P7
Phone: 905-272-9900
Fax: 905-272-9977

Who Are We?

Summerville Family Health Team (SFHT) was established in 2007 as one of the first Family Health Teams in Ontario. Summerville strives to deliver a coordinated continuum of care for patients across their lifespan, from neonatal to end-of-life care. SFHT is comprised of a variety of health care providers including physicians, registered nurses, nurse practitioners, social workers, registered dietitians, health promotion specialists, clinical pharmacists, a physiotherapist, a kinesiologist and administrative staff who work across five clinical practice sites and serve more than 50,000 patients annually. At the Family Medicine Teaching Unit (FMTU) we are proud to partner with the University of Toronto and Trillium Health Partners to provide a quality learning experience for medical residents.

Our Mission:

Is to provide patient-centred, high-quality, integrated and accessible primary care.

Our Vision:

Summerville FHT will be vital to the health and well-being of our patients and community we serve.

Position Overview:

The Medical Administrative Assistant is critical to the effective functioning of the clinic. The position requires excellent administrative support skills, an ability to work in a fast paced and changing environment, strong interpersonal skills to work with patients, Physicians and interdisciplinary health care providers. The candidate will be required to work evenings and weekend shifts.

Key Responsibilities:

- Welcome patients, manage multi-line telephone system, answer calls, retrieve messages and redirect if necessary
- Scan, index and process all medical correspondence using electronic medical records (Accuro)
- Expected to work 2 evenings per week, plus occasional shifts on Sundays and Saturdays
- Follow-up with clients regarding referral or missed appointments
- Develop constructive and cooperative working relationships with others, and maintaining them over time
- Manage calendar by scheduling, coordinating appointment bookings
- Ensure that client charts, records and data are prepared accurately and up-to-date
- Ensure cleanliness of Clinic and perform required sanitization
- Perform other administrative duties as required. including maintaining equipment and office supplies, photocopying, filing, faxing, printing, distributing mail; arranging courier services

Qualification:

- Medical Administration certificate plus experience in a primary care environment
- Understand and ability to use medical terminology
- Help with clinical duties, rooming patients and helping with the clinic flow
- Ability to communicate and work effectively with a diverse team
- Excellent communication skills (both written and verbal)
- Ability to manage and prioritize multiple phone lines and tasks with minimal supervision
- Compassionate and sensitivity to patient needs and confidentiality/privacy is a must
- Problem solving skills, ability to use sound judgement
- Organization and administrative skills, accurate and detail-oriented
- Trained in Electronic Medical Records, Accuro is an asset

To apply for this vacancy please submit a resume with covering letter by email to

rayoubi@summervillefht.com

The Summerville Family Health Team is a respectful, caring and inclusive workplace, committed to Employment Equity. We welcome diversity in the workplace, and encourage applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities. We will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Applicants need to make their accommodation needs known when contacted.