

FULL TIME MEDICAL ADMINISTRATIVE ASSISTANT HARBORN LOCATION

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.

Duties & Responsibilities:

- Welcome patients, answer and triage phone calls as well as schedule patients as required;
- Scan, index and process all medical correspondence using electronic medical records (Accuro preferably);
- Perform other administrative duties as required. including maintaining equipment and office supplies, photocopying, filing, faxing, printing, distributing mail, arranging courier services;
- Expected to work 2 evenings per week, plus occasional on-call evenings and Saturdays.

Qualifications:

- Medical Administration certificate plus experience in a primary care environment
- Excellent communication skills
- Understanding and ability to use medical terminology
- Compassionate and sensitivity to patient needs and confidentiality/privacy is a must
- Problem solving skills, ability to use sound judgement
- Interpersonal skills, diplomacy, and discretion, excellent telephone manner
- Excellent oral and written communication skills
- Ability to manage and prioritize multiple phone lines and tasks
- Works well under tight timelines or changes in priorities
- 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 summervillecareers@summervillefht.com

Effective October 1, 2021 all staff, professional staff, volunteers and learners at Summerville Family Health Team will be required to provide proof of full vaccination with a COVID-19 vaccine, with the exception of those who have an approved medical exemption or accommodation.

While the mask mandate has been lifted by the province, many health care organizations are keeping their masking requirements in order to protect their staff and their patients as long as COVID-19 continues to impact our community. Summerville Family Health Team staff will continue to wear masks in our clinics and respectfully ask that patients and visitors do as well.

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.