



NOTICE:

JOB POSTING #0155

POSITION: Medical Office Assistant

1 Part Time – Surrey Health

SALARY: \$17.56 – 18.81 depending upon applicants' length of seniority (as per the Collective Agreement)

HOURS AND DAYS OF WORK:

- 2.5 to 3 days per week, days are to be determined
- Hours are to be determined
- Shifts are 7.5 hours in length
- Probationary/qualifying period will be 488 hours with mid and end point reviews.

JOB SUMMARY:

The Medical Office Assistant reports to the Site Manager and works in accordance with the mission and philosophy of Lookout Housing and Health Society including following Lookout's Code of Ethics. The office assistant provides a variety of reception, clerical and office assistance in a medical clinic. The office assistant also maintains files and related filing systems. The office assistant will provide intake and manage the intake process of clients and ensure that all appropriate documentation is available for the doctor in charge. The office assistant deals with the public, and professionals involved in the support of the clientele.

JOB DUTIES: (in brief)

- Provide support and process client intake; answer phones and in-person inquires
- Complete and maintain related manual and computerized records on OSCAR
- Maintain filing system, log lists, client register and other records, and office supplies.
- Maintain all necessary records and ensure that documentation is accurate, complete and up-to-date
- Operate a variety of office equipment i.e. computer, printer, copier, facsimile equipment
- Order from appropriate medical suppliers for the clinics and track usage of stock

QUALIFICATIONS & COMPETENCE:

- Related Diploma or Certificate or minimum Grade 12 education, plus six months of recent related experience or equivalent combination of education, training and experience
- **Must have current OFA 1 First Aid Certificate**
- Crisis Intervention Skills Training an asset
- Ability to work independently or in a team setting
- Strong ability to manage stress and organize workload
- Excellent communication, writing and documentation and organizational skills.
- Understands and maintain clientele/worker boundaries
- Ability to work with disadvantaged and challenging adults in a diverse environment
- Strong physical and mental ability to perform work tasks and operate job related equipment.
- Minimum of two years sobriety required
- Criminal Record Clearance – vulnerable sector

CLOSING DATE: Applications will be accepted until **17:00 hours, April 19, 2018**

TO APPLY: Submit cover letter and resume with the **Job Posting # in the subject line** to: info@lookoutsociety.ca

NO PHONE CALLS PLEASE

"All employees, including laid off and displaced employees, are entitled to apply on the vacancy and be considered pursuant to the provisions of Article 12.9 (Selection Criteria)." **Internal applicants must notify manager of intent to apply.** External applicants will be reviewed after Internal.

ALL QUALIFIED APPLICANTS WELCOME TO APPLY. THOSE SHORT-LISTED WILL BE CONTACTED

c. BCGEU, Shop Steward