

Medical Secretary

Permanent Part-Time .5 FTE

Primary Health Care Program

Location: Brock Township, Ontario

(Including offices in Beaverton and Cannington)

Brock Community Health Centre (Brock CHC), a charitable non-profit primary health care organization serving the residents of Brock Township and surrounding areas, is committed to the provision of quality primary health care services, health promotion, education and illness prevention. Funded by the Central East Local Health Integration Network and the Ontario Ministry of Health and Long-Term Care, Brock CHC collaborates with community partners to provide a range of health services to residents with a focus on the social determinants of health.

Key Responsibilities: As a member of Brock CHC's Primary Health Care Program (PHCP), you will use your skills associated with the efficient and effective provision of services by:

- Providing medical secretarial and receptionist services to physicians, nurse practitioners and allied health professionals as well as assisting the community as a point of access to the Centre.
- Utilizing and maintaining electronic health records (PS Suites) and reporting systems.
- Performing administrative, secretariat and clinical tasks required by PHCP practitioners and the Clinical Director.
- Setting up and maintaining electronic client/patient files, and program and administrative records.
- Ensuring effective, accurate, secure and confidential management of health information.
- Assisting with clinical, statistical and administrative reports, clinical management systems, office supplies.
- Contributing to the efficient provision of primary health care services.
- Providing functions to support the provision of treatment and community education services by practitioners.
- Participating in inter-disciplinary initiatives within the CHC model of health and wellbeing.
- Contributing to the preparation of organizational communication materials.
- Assisting in the development of program policies, protocols and procedures.
- Working flexible hours as clinical programming requires.
- Active participation with organizational goals which may include: Occupation Health and Safety, Quality Improvement, Wellness, Pandemic Planning, workflow management, etc.
- Demonstrating organizational, team and problem-solving skills.

Qualifications/Experience:

- Medical Office Administration Diploma or equivalent education and training combined with relevant experience.
- Prior experience with electronic medical records essential (PS Suites).
- Minimum two-year experience in primary care setting.
- Well-developed computer skills and demonstrated knowledge of current software.
- Excellent verbal and written communication and interpersonal skills.
- Ability to work effectively in an interprofessional team setting.

Salary: Up to \$48,588 annually plus excellent benefits (including HOOPP, health and dental coverage), pro-rated to .5 FTE (17.5 hours/week).

Please submit your resume in confidence by November 12th, 2020 to:

Debi Matias, Clinical Director

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