



Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

SCHC operates three Community Health Centres. The team functions within an interprofessional model of care.

We are currently looking to hire a:

**Medical Secretary- Community Health Centre
1 – Full Time - 9 Month Contract (35 hours/wk)**

Reporting To: Primary Care Manager

Purpose:

The Medical Secretary will provide organizational medical secretarial support for clinical and allied health staff within the Community Health Program. S/he will greet all callers and visitors, take messages, provide accurate information regarding internal programs and services, external resources, and will link the person to appropriate internal and external personnel who can respond best to inquiries.

Scope and Accountability:

The Medical Secretary's key role will be maintaining the overall welcoming tone of the reception area and responds effectively to problems that arise. In addition, s/he will cancel, book or rebook appointments and provide general administrative support. The Medical Secretary will be required to open and close the building at times, following relevant security procedures. As the first point of contact in the organization, s/he must be sensitive to the barriers that many individuals face when accessing health care services.

Key areas of responsibility:

- Organize and maintain clinical filing system (electronic and manual)
- Schedule client appointments and specialist and diagnostic appointments as required
- Update resource and referral directory in Nightingale on Demand EMR
- Scan and file reports into EMR charts as they arrive
- Fax, photocopy, scan, and file referrals
- Assist with administrative day to day operations
- Perform other duties as assigned that are reasonable within the scope of the job.

Educational and/or Professional Qualifications:

- Office Administration - Medical Certificate or equivalent attained from an accredited university or college.
- Canadian Medical Secretary designation preferred
- Current Level C CPR certification from a recognized provider

Level of Experience:

- Three to five years medical secretary experience in a Community Health Centre or health provider office.

Skills and Attributes:

- Demonstrated knowledge, skills and abilities in medical administration
- Excellent written/verbal communication and interpersonal skills
- Oral and/or written fluency in Mandarin and Cantonese relevant to providing service in the role is preferred
- Demonstrate problem solving, conflict management and time management skills
- Proficiency working with computers and medical software programs, i.e., EMR- Nightingale on Demand/word software programs
- Experience with computerized Ontario Health Insurance Plan billing systems considered an asset
- Sensitivity and awareness of cultural, racial and socio-economic diversity within the community.
- Mandarin/Cantonese speaking an asset

Significant Working Conditions:

- Flexibility of hours – early morning, evening and weekend work will be required
- Availability to work on short notice to cover sick leave and vacation time.
- Availability to work at other CHC sites to cover sick leave and vacation time.

Remuneration: \$21.31-\$24.11

Band: I

Please note: All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

Please reply in confidence to HR:

By email: hr@schcontario.ca

Note: Please quote ***MS – FT Contract CHC*** Position in the subject line.

Deadline: *Candidates are welcome to apply until filled.*

We would like to thank all applicants; only those invited to interviews will be contacted.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

In accordance with the Ministry of Health Directive #6, SCHC has implemented a COVID-19 Immunization Policy requiring all staff to either present proof of full vaccination against COVID-19, or undergo rapid antigen testing twice per week. To view our full COVID-19 Immunization Policy please visit www.schcontario.ca and reference the COVID-19 Update section.

Please note that all qualified candidates, eligible to be employed in Canada, are encouraged to apply.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve. SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations.

For more information about our programs and services, please visit our website at www.schcontario.ca.