

---

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.

We are currently looking to hire a:

**Medical Secretary – Community Health Teams  
3 Month Contract – Full Time (35 hrs/week)**

**Reporting To:** Manager, Community Health Teams

**Purpose:**

The Scarborough interprofessional primary care access model is a partnership to enhance care for the vulnerable, complex clients living in the Scarborough North and South Sub-regions. The priority population includes over 900 people currently on the Health Care Connect list, as well as non-insured and clients who require access to interprofessional teams.

Bring your passion for community based healthcare to this fast-paced and dynamic environment, as well as your program development and implementation experience to this role.

**Key areas of responsibility:**

Working with our community-based primary care practitioners, our dynamic, collaborative and mobile inter-professional team will include Nurse Practitioners, , RNs, RPNs, OTs, PTs, Social Workers, Dieticians, Navigator, Chiropracist, Foot Care Nurse, Case Worker, Mental Health and Harm Reduction Workers. This position introduces the medical secretary support for the team.

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.

**Educational and/or Professional Qualifications:**

- Office Administration - Medical Certificate or equivalent attained from an accredited university or college.
- Canadian Medical Secretary designation preferred
- Minimum 5 years experience
- Current Level C CPR certification from a recognized provider
- Demonstrated knowledge, skills and abilities in medical administration
- Excellent written/verbal communication and interpersonal skills
- Demonstrate problem solving, conflict management and time management skills
- Proficiency working with computers and medical software programs, i.e., EMR- PS Suites/word software programs
- Experience with computerized Ontario Health Insurance Plan billing systems considered an asset
- Demonstrated commitment to principles of an anti-oppression and cultural competence framework;
- An interest and commitment to working in a low-income, multilingual, multiracial community;
- Thorough knowledge of broad determinants of health and issues affecting low income, multi-lingual and radicalized and LGBTQ communities;

- 
- Ability to speak a second language of our priority populations is an asset

#### **Significant Working Conditions**

- Flexibility of hours – occasional evening or weekend work may be required
- Flexible working sites
- Valid driver's license required
- Vehicle required

**Remuneration:** \$21.52 - \$24.35

**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](mailto:hr@schcontario.ca)

**Note:** Please quote *MS – Community Health Team* Position in the subject line.

**Deadline:** *Candidates are invited to apply no later than by 5:00 pm on April 27, 2022.*

*All applications must be received by this date for consideration.*

*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+. 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](http://www.schcontario.ca)