



**District of Taylor
Taylor Medical Clinic
Employment Opportunity**

Medical Office Assistant - Casual

The District of Taylor is currently seeking an energetic and highly motivated individual to join our team as a Medical Office Assistant for the Taylor Medical Clinic.

Reporting to the Corporate Officer, the ideal candidate for this position is detail-oriented, flexible and willing to take on non-routine projects as the need arises. The Medical Office Assistant will be responsible for performing a number of secretarial and administrative duties for the operation of a medical clinic. This position will support physicians during clinic operations and delivering patient care. The Medical Office Assistant will also be able to work well alone and as part of a team.

The successful applicant for this position will have strong interpersonal, customer service and organizational skills, the ability to work with a diverse group of people as well as work effectively under pressure and adapt to changing priorities. The ideal applicant has 2-3 years of related clinical experience and has experience working with the MOIS electronic medical record software.

This casual position works an average of 15 to 20 hours per week, which is subject to fluctuate dependent upon the Taylor Medical Clinic's operational schedule. Compensation range is \$18.00 - \$23.00 per hour, based on a combination of the applicant's education and experience. The incumbent will also be expected to sign a confidentiality agreement and maintain a clean criminal record check with vulnerable sector screening.

With your resume, please provide a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until **Wednesday, October 27, 2021, at 11:59 p.m. local time.**

Please address your application to:

Lisa Ford
Executive Assistant
Box 300
Taylor, BC V0C 2K0

Email: lford@districtoftaylor.com

Fax: (250) 789-3543



DISTRICT OF TAYLOR

Job Description

Title: Medical Office Assistant

Date: September 2021

Department: Corporate Services

Job Category:

Reports To: Corporate Officer

Job Number:

Interacts With: North Peace Primary Care Clinic
physicians and staff

NOC Code:

General Summary:

The District of Taylor and the North Peace Primary Care Clinic work in partnership to provide medical services through the Taylor Medical Clinic and the Medical Office Assistant(s) support the physicians and staff of the North Peace Primary Care Clinic. This position provides patient care through a customer service lens and is responsible for performing several secretarial and administrative duties to support overall clinical operations and delivering patient care.

Primary Duties and Responsibilities:

1. Coordinates patient care which includes but is not limited to checking patients in/out, escorting patients to exam rooms, preparing exam or treatment rooms, acting as a chaperone during patient exams, and providing post-appointment services
2. Answers enquiries by phone and in person in a helpful, respectful, and efficient manner
3. Maintains appointment schedule and manages clinical prevention screening recalls
4. Performs preparations for patient procedures and procurement/identification of pertinent documents for the patient's record
5. Performs routine in-clinic laboratory testing including urinalysis, urine pregnancy testing, etc.
6. Performs record keeping activities, including maintaining electronic medical records, including linking and uploading of results, as well as specialist consultations and referrals
7. Ensures supplies and exam rooms are stocked appropriately and coordinates medical and office supply purchases for Management's approval
8. Protects and maintains patient confidentiality of personal and financial information
9. Performs third party billing for Doctor's notes, Drivers Medicals, etc. as required
10. Assists the NPPCC physicians and the Corporate Services Department, when requested and performs other related clinical, administrative tasks or special tasks as required.

Requirements and Qualifications:

Education and Experience:

- Two years of recent, related clinical experience is required
- Medical Terminology Course would be considered an asset

Knowledge, Skills, and Abilities:

- Excellent communication skills, both orally and in writing

- Conflict resolution and/or diffusion skills
- Ability to work well alone and in a team environment
- Ability to protect and maintain confidential information
- Effective organizational and time-management skills
- Ability to work effectively under pressure, prioritize and adapt to changing priorities
- Excellent analytical and problem solving skills
- Excellent computer skills with the ability to learn new software
- Knowledge of Microsoft Outlook, Word and Excel
- Knowledge of MOIS EMR Software would be considered an asset

Other Requirements:

- Maintain a Class 5 Driver's License, with an acceptable driver's abstract
- Maintain an acceptable Criminal Records Check with vulnerable sector screening.

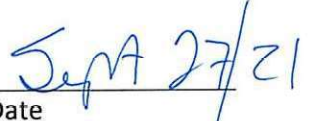
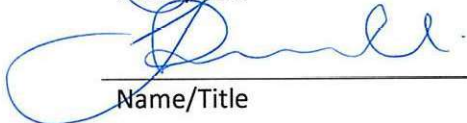
Working Conditions (environmental conditions, physical demands, travel, etc.):

- Ability to travel to the North Peace Primary Care Clinic and the Fort St. John Hospital during or at the end of a shift
- Ability to lift up to 30 lbs

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

 <hr/> Name/Title	 <hr/> Signature	 <hr/> Date
 <hr/> Name/Title	 <hr/> Signature	 <hr/> Date