



--- Job Posting ---

Internal/External Employment Opportunity

Position Title:	Medical Office Assistant
Component/Team:	Oasis
Status:	6 Month Contract, 1.0 FTE Full-Time (35 hours per week)
Salary Scale:	\$20.86 - \$25.13 hourly plus 4% vacation pay in lieu of benefits
Start Date:	Immediately

Position Description:

The Medical Office Assistant works within the Oasis Program to ensure the smooth operation of the Oasis Clinic. The Medical Office Assistant maintains a variety of office systems and provides a range of administrative, clerical and support services. In this role, the Medical Office Assistant will welcome and register clients and manage medical charts. The Oasis Medical Office Assistant conducts urine drug screens to support clients on Opiate Agonist Treatment. The Oasis Medical Office Assistant also provides other administrative supports such as clinic inventory ordering, stocking.

Skills, Education and Experience:

Requirements for this position include:

Education and Language

- High School diploma
- An equivalent combination of education and experience may be considered.
- Under the Centre's designation to provide French Language Services, this position is bilingual essential:
 - French (oral expression): Advanced +
 - French (oral comprehension): Advanced +
 - French (reading comprehension): Advanced
- Fluency in English, both oral and written

Professional Experience

- Three to five years of administrative experience with progressive responsibility; preferably in a health setting
- Experience working with people who use drugs, people living with HIV, people who are homeless or vulnerably housed an asset

Knowledge, Skills and Abilities

- Strong interpersonal, organizational and problem-solving skills
- Non-judgmental attitude toward people who use drugs
- Ability to work as part of a multi-disciplinary care giving team
- Ability to take initiative and be assertive



- Ability to work under stress with multiple demands and unpredictability in the work day
- Ability to work independently, following specific directions with attention to detail
- Proficiency in the use of computers and various software applications
- Ability to work to deadlines
- Demonstrated flexibility, good judgment, initiative, creativity and cooperative team player
- Respects and values the diversity of communities and individuals
- Sensitivity and alertness to signs of a client in crisis
- Effective communication skills.
- Ability to work within the mandate of Oasis and the Sandy Hill Community Health Centre

Reporting Relationship:

The Medical Office Assistant reports directly to the Oasis Administrative Team Leader, and through them to the Director of Oasis.

Conditions of Employment:

Hours of work will be developed in collaboration with the successful candidate to ensure a healthy work-life balance. A schedule of work will be based on the Centre's hours of operation and program requirements.

An offer of employment will be conditional upon the candidate completing a criminal reference check, verification of educational requirement for this position and linguistic profile to the satisfaction of the Sandy Hill Community Health Centre.

Please note that Sandy Hill CHC has a mandatory COVID-19 vaccination policy. All applicants are required to be fully vaccinated against COVID-19 to be considered for employment. An offer of employment will be conditional upon the candidate providing proof of full vaccination. Reasonable accommodations will be considered for individuals with a medical reason or a reason pursuant to the Human Rights Code that restricts them from being vaccinated against COVID-19.

Accommodation:

SHCHC will provide accommodation for applicants with disabilities in its recruitment process.

If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.



How to Apply:

To apply, please visit sandyhillchc.workable.com and select the appropriate job opening.

Clients of the Centre are welcome to apply. Should a client become the successful candidate, they will no longer be able to continue receiving services at Sandy Hill Community Health Centre. Assistance will be made available to find an alternative provider.

POSTING DATE: November 2, 2022

CLOSING DATE: November 16, 2022 at 4:00 p.m.