



Internal/External Employment Opportunity

Position Title:	Medical Office Assistant Team Leader
Component/Team:	Health Services
Status:	One Year Maternity Leave Replacement Contract, 1.0 FTE Full-Time (35 hours per week)
Salary Scale:	\$52,380 - \$63,099 annualized salary plus benefits
Start Date:	Mid April 2023

Position Description:

The Medical Office Assistant Team Leader is an integral member of the Health Services Component. Through facilitating the work of the Medical Office Assistant Team, the Team Leader ensures the provision of a broad range of administrative services and support to the Health Services Teams.

Skills, Education and Experience:

Requirements for this position include:

Education and Language

- High school diploma
- College diploma in Medical Office Administration or related area an asset
- Under the Centre's designation to provide French Language Services:
 - French (oral expression): Advanced +
 - French (oral comprehension): Advanced +
 - French (reading comprehension): Advanced
- Fluency in English, both oral and written

Professional Experience

- A minimum of three years' experience as a medical office assistant
- A minimum of three years progressive experience in the direct supervision of staff, preferably in a medical environment

Knowledge, Skills and Abilities

- Extensive knowledge of office practices and procedures.
- Extensive experience in dealing with the public.
- Good knowledge of Centre policies and protocols.
- Strong interpersonal skills, organizational and analytical skills.
- Ability to work in a leadership role to facilitate skill development in team members.
- Experience working with electronic medical records software



- Ability to work with specific computer application software.
- Experience in providing basic computer troubleshooting.
- Ability to perform well under stress and to deal with multiple demands and unpredictable days.
- Attention to detail.
- Discretion, fairness, tact and diplomacy

Reporting Relationship:

The Medical Office Assistant Team Leader reports directly to the Director of Health Services and through him/her to the Executive Director.

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 and may include some evenings.

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: March 7, 2023

CLOSING DATE: March 21, 2023 at 4:00 p.m.