

TLA'AMIN HEALTH
Internal Job Posting



Job Title: Medical Office Assistant
Work site: Tla'amin Health Building
Status: Permanent Full Time
Start date: May 4, 2020
Salary: \$23.26 – 24.22 per hour
Hours: 8:30 am - 4:30 pm
Reference: #04232020b
Reports to: Associate Health Director

Qualifications:

1. Medical Office Assistant Certification
2. Minimum Grade 12 or equivalent
3. First Aid & CPR, or willingness to obtain
4. Successful recent Criminal Record Check

Key Duties & Responsibilities:

1. Greet, check-in and direct patients in a professional, efficient and welcoming manner
2. Schedule and confirm appointments for the Nurse Practitioner
3. EMR management; File & update medical charts, register, retrieve information
4. Ensure daily paperwork completed
5. Verify and update patient information according to office protocol
6. Answer, screen and route incoming calls promptly and courteously
7. Monitor provider schedules and assist Receptionist as required
8. Maintain an organized, clean and efficient work area
9. Process incoming and outgoing faxes according to office protocol
10. Maintain privacy and confidentiality
11. Ensuring proper management of laboratory samples as directed by Nurse Practitioner

Job Skills & Abilities:

1. Well-developed communication, verbal, telephone, and written skills
2. Computer literate in all areas of applications software & network hardware
3. Good organization, time and general management skills
4. Thorough knowledge of office equipment and general office procedures
5. Thorough knowledge of the Tla'amin community and its resources

Additional Information:

The successful applicant will be required to work in accordance with the BCGEU Collective Agreement as well as the policies and benefits therein, in addition to all relevant Tla'amin Health policies and procedures. This position is open to male and female applicants and requires union membership.

Send a resume accompanied with a cover letter, by email or fax by April 30 at 4:30pm:

Nathan Jantz, Health Director

Email: nathan.jantz@tn-bc.ca

Fax: 604-483-2466