

## Job Opportunities

### Medical Office Assistant Positions – 1 Full time and 1 Part Time Permanent

This is an exciting opportunity for Medical Office Assistants (MOAs) to join the interdisciplinary health care team at Island Sexual Health Community Health Centre (ISH CHC). ISH is a community governed, not-for-profit organization that offers low-barrier, culturally safe primary, and sexual health care in Victoria, BC.

The MOA reports to the Office Manager. The MOA provides administrative support to the interdisciplinary care team of doctors, nurse practitioners, registered nurses, counselor, and community health worker. The MOA is a critical part of the ISH team as the first point of contact to patients and community, communicating courteously and professionally with people from diverse backgrounds.

#### **Position Duties and Responsibilities:**

- Reception including in-person patients, hosting of virtual care, answering phones, managing fax lines, mail, and electronic communication.
- Scheduling of patients with appropriate providers and ability to manage high volume patient flow including urgent care.
  - Cleans and/or sterilizes medical instruments, equipment, and medical areas.
  - Enters, retrieves and maintains medical information in patient's electronic medical records, scans, and links documents.
  - Ensures exam rooms are well stocked and maintained. Tidies the waiting room.
  - Schedules appointments, procedures and diagnostic test with medical specialists, x-rays, laboratory or hospital appointments as required. Assists with notification of patients for the follow up of test results.

#### **Position Qualifications:**

- Completion of Grade XII plus MOA-related training.
- Minimum 2 years of MOA experience in primary care setting.
- Organize work, manage time, and carry out the duties of the position with independence.
- Ability to use Microsoft Office, and use a range of related application software programs including an Electronic Medical Record.
- Skilled in preparation of documents and reports.
- Ability to work with diverse client populations using principles of harm reduction, trauma informed care and cultural safety.
- Ability to function and work cooperatively with health professionals, as a member of an interdisciplinary team and with members of the community.
- Excellent interpersonal communication skills; ability to maintain good working relationships with colleagues.

**Position Details:**

Job Types: 1 Permanent Full time position and 1 Permanent part time position to be filled.

Days and hours are as follows;

1. Tuesday, Friday, Saturday 8:30am-4:30pm & Wednesday, Thursday 12:30pm-8:30pm
2. Wednesday-Saturday 8:30am-4:30pm

Salary: From \$21.00 per hour

Competitive wage with full benefits and pension including extended health, paid vacation and sick time.

**COVID-19 Considerations:**

To keep our staff and clients as safe as possible social distancing is in effect, we have installed clear plexi glass barriers, provide medical masks for all staff, clients and visitors, regular surface cleaning and hand sanitizing stations are in place

**How to Apply:**

Please apply via email (Subject line: MOA Application) to [tknight@islandsexualhealth.org](mailto:tknight@islandsexualhealth.org) with a cover letter and your resume (including 3 current references) attached to your email.

While we thank all applicants, only short listed candidates will be contacted. No phone calls please.

**Application deadline: 2021-07-31 4:00 pm (PDT)**

*ISH CHC is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work experiencing barriers to equity environments. representation, collaboration and creativity.*

*We encourage applications from Indigenous persons, persons of colour, persons with disabilities, persons with experience of sex work and person representing diverse genders and sexualities.*

*In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power and we prioritize attracting diverse talent and cultivating an inclusive environment that encourages diverse*