



Anishnawbe Health Toronto

Our mission: to improve the health and wellbeing of Aboriginal People in spirit, mind, emotion and body by providing Traditional Healing within a multidisciplinary health care model.

EMPLOYMENT OPPORTUNITY

MEDICAL SECRETARY

Full Time Continuing Position

Anishnawbe Health Toronto, a fully accredited community health centre, offers access to health care practitioners from many disciplines including Traditional Healers, Elders and Medicine People. We're recruiting for a Medical Secretary to join our team. This is a unique opportunity to work in a culture-based environment providing holistic health care.

Duties & Responsibilities:

- The Secretary, Health Unit ensures that duties are performed reflecting the culture-based model.
- Represents primary care team by screening incoming telephone calls; recording and transmitting messages; scheduling, receiving, of referrals; supporting reception coverage as needed.
- Produces information by transcribing dictation, preparing medical reports and summaries, patient histories, operative notes, manuscripts and correspondence; planning, organizing, coordinating and controlling projects.
- Provides historical reference by developing and utilizing filing and retrieval systems; maintaining patient records; recording meeting discussions.
- Completes direct patient contact by initiating reminders to clients of upcoming appts (via phone or letter).
- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains office supplies inventory by checking stock; anticipating needs; placing and expediting orders; verifying receipt.
- Keeps office equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Maintains quality results by following and enforcing standards.
- Serves and protects the health care community by adhering to professional standards, clinic policies and procedures
- Updates job knowledge by participating in educational opportunities;
- Enhances clinic reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Qualifications & Experience:

- Successful completion of a college diploma preferably in the field of Medical Office or Business Administration from an accredited educational institution or an acceptable equivalent combination of education and experience.
- Minimum of two (2) years of related experience preferably working within a clinic/health environment.
- Applicants with proven equivalent recent and related training and experience may be considered
- Proficiency with medical terminology and medical dicta-typing preferred
- Proficient in Microsoft Word, Excel, Power Point, Outlook.
- Demonstrated work ethic; positive, client focused attitude; superior professionalism; dependability and reliability; demonstrated commitment to providing outstanding customer service.
- Superior written/oral communication and presentation skills; excellent interpersonal and relationship building skills; ability to effectively convey factual information and detailed explanations.
- Superior time management, organizational and self-planning skills displaying flexibility by adjusting work schedules according to changing priorities, meeting demanding deadlines and producing high quality work.
- Demonstrated ability to make decisions, exercise good judgment, discretion and initiative when dealing with confidential information and/or in responding to inquiries.
- Demonstrated satisfactory work performance and attendance history.

How to Apply: Please submit your cover letter and resume by email to recruitment@aht.ca, in a single document, with your name and "Medical Secretary" in the document name. If you have questions about the process, please call 416-920-2605 x.332

CLOSING DATE: May 14, 2021 by 5:00 pm

Anishnawbe Health Toronto offers a competitive salary, a comprehensive benefits package, a commitment to your professional development and a supportive workplace environment.

Applicants who self-identify as Aboriginal and meet the requirements of the job posting will be given first consideration in the hiring process

Anishnawbe Health Toronto is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Aboriginal persons, visible minority group members, women, persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.

*(If you are invited for an interview and require accommodation, please let us know)
Meegwetch to all applicants, however, only those selected for an interview will be contacted.*