



Gishewaadiziwin Health Access Centre

JOB POSTING

MEDICAL OFFICE ASSISTANT

Summary of Position:

The Gishewaadiziwin Health Access Centre is currently accepting applications for a full time Medical Office Assistant in our Health Records Department. The Medical Office Assistant reports to the Finance Manager. As a part of the Gishewaadiziwin Health Access Centre, the Medical Office Assistant working with the other members of the Healthcare Team, is responsible for the efficient and effective operation of the Health Record Department, including the development, planning, administration, organization, and operation of service and providing a variety of secretarial, administrative, and computer support duties.

Qualifications:

- Graduate of a 1-year Medical Office Assistant certificate course or equivalent post-secondary administration course;
- Minimum 2 years of experience working in a Healthcare environment;
- Excellent oral and written communications skills;
- Excellent Microsoft Office Suite skills;
- Medical Terminology course and experience in transcription of medical dictation, or willingness to obtain;
- Knowledge, experience in working with electronic medical records database systems; preferably Telus Suites;
- Valid Ontario Driver's License.

Desired:

- Previous experience working with Aboriginal people and organizations and ability to speak Ojibway, a definite asset;
- Current CPR and First Aid certification.

Qualified applicants are invited to submit a resume, covering letter, 3 work related references and written authorization to contact references no later than 4:00 p.m., **Friday, May 14, 2021.**

Personnel Committee
Gishewaadiziwin Health Access Centre
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*We thank all candidates in advance, however,
only those selected for an interview will be contacted.*