

Family Health Team

790 Bay Street, Ste 306, Toronto, ON M5G 1N8
Phone: (416) 260-1315 Fax: (416) 960-1945

Job Description – Administrative Assistant/Medical Secretary

Position Summary

This position provides both medical secretary and administrative support to the Family Health Team (FHT).

Roles and Responsibilities

1. Manage patient bookings/referral processes (i.e. individual and group appointments)
2. Provide program support (i.e. manage waitlists, group education schedules/communications, set up room/refreshments for education events, analyze evaluations)
3. Organize Board & Committee Meetings (scheduling, creating packages & taking minutes)
4. Generate/export statistics from electronic medical record into Excel for program development/evaluation, workload measurement and quality improvement
5. Work with team to create/edit custom forms/stamps/searches for electronic medical record documentation
6. Graphic design (i.e. for newsletter), website editing and PowerPoint presentation enhancements, business cards
7. Human Resources Support (post positions, organize for interviews, create orientation schedules, provide basic training, phone and computer set-up)
8. Clinic Support (i.e. manage Ontario Telemedicine equipment & operate camera)
9. Maintain Medical Directives documentation
10. Inventory Management (i.e. office/medical/kitchen supplies, asset list)
11. Maintain FHT schedules (e.g. education room schedule)
12. Order and receive resources (i.e. purchasing food for events, coffee/tea, stamps, TTC tokens, office supplies, etc.)
13. Clerical tasks (i.e. maintain group emails for Team Communications, scan medical records, mail/petty cash management, filing, file archiving)
14. Maintain website, updating it as needed. Update weekend clinic and inform all staff of clinic timing.
15. Maintain everyday PS back up

The above responsibilities are not to be considered all - inclusive; may be assigned other related duties in the interest of efficient operations of a Family Health Team.

Skills, Knowledge Requirements

Exceptional organizational skills
Excellent interpersonal and oral/written communication skills
Strong problem solving skills
Ability to maintain confidentiality and discretion
High degree of accuracy and attention to detail
Proven participatory work style; ability to work independently and with a team
Ability to prioritize, manage time effectively and be flexible in a very active work environment
Exercises good judgment
Flexible 'outside box' thinking
Excellent Customer Service

Computer Skills

Microsoft Office (Word, Excel, PowerPoint) intermediate skills
Familiarity with a Mac OS environment
Experience with clinic management system (CMS), preferably Practice Solutions
Basic desktop publishing/graphic design
Basic knowledge of Word Press

Education and Specific Job Requirements

Post-secondary education in a related field such as business or health administration
Completion of Medical Secretary Course (medical terminology, pharmacology), an asset

Relevant Experience

Experience in administrative office environment
Experience in healthcare field
Medical office experience

Reporting Structure

Administrative Assistant reports to the Executive Director

Job Specification

Location: 790 Bay St., Toronto, Ontario, Suite 306
Hours of Work: 9-5pm (1-2 days month need to be flexible with start/end time)
Status: Temporary 1-year full time contract
Hourly Rate: \$18.02 (after 3-month probation \$18.92)
Pay in Lieu of Benefits: \$1.53 (after 3-months probation \$1.61)
Start: Jul 3, 2017
End: Jul 16, 2018

Posting Close: May 29, 2017

Please send your resume to hr@tcfht.on.ca

TC FHT is an Affirmative Action Employer and has an Affirmative Action Policy. Designated groups are; minorities, persons with disabilities and aboriginal peoples*. TC FHT welcomes applicants from these groups. Persons in these groups must self-identify in order to participate in our program. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

*Note: Women are not a designated group as TC FHT/FHO has a high % of women, however, if the balance was to change this group may be added.