

Internal/External Posting

Casual/On-Call Relief Medical Secretary

Posting: Ongoing

Davenport-Perth

Neighbourhood and Community Health Centre



Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is a multi-service organization that provides a wide variety of health and health promotion programs and services for a diverse community. The Health Centre is currently seeking experienced applicants to the position of Medical Secretary to provide a consistently high standard of secretarial and administrative support. You'll work with a multidisciplinary team of physicians, nurse practitioners, registered nurse, dietitian, psychiatric consultant and other mental health professionals. **The person in the Relief position would cover sick days, vacation and other times when the permanent worker is away from the Centre.**

Responsibilities

- Provided a high level of customer service and contribute to creating a warm and inviting reception area for health centre clients on the telephone and in person
- Schedule client, specialist and diagnostic testing appointments
- Prepare, maintain, retrieve, track and file charts manually and electronically
- Prepare referral and consultation letters as directed
- Maintain appointment scheduling and an up-to-date resource and referral directory
- Revise providers' schedules as required
- Implement document management and distribution systems and maintain inventory of necessary forms and supplies
- Sterilize equipment, order supplies and stock rooms as required

Qualifications

- Medical Secretary Diploma from a recognized training institution, or other applicable post secondary education
- 3 years' experience in a clinical or medical setting with a team of clinical providers
- Accurate and efficient secretarial skills, including word processing and filing accuracy
- Ability to work in a busy setting and to multi-task
- Ability to communicate clearly in English
- Commitment to an interdisciplinary team approach to health and social services
- Knowledge of confidentiality guidelines required in a health setting
- Ability to work according to policies and protocols
- Experience working in a culturally diverse setting
- Willingness to work evenings until 8.00 p.m. when required
- Knowledge of Davenport-Perth neighbourhood, Portuguese and/or Spanish language skills, and experience with **Nightingale On Demand (NOD)** electronic medical record system are considered assets

Salary Range: \$20.419 - \$24.457 per hour plus statutory benefits. This position is not part of the bargaining unit.

Expected Start Date: ASAP

Submit cover letter and resume via email to: hire@dpnchc.ca or mail to 1900 Davenport Road, Toronto, ON. M6N 1B7

Application Due Date: This is an open posting and we accept ongoing applications.

DPNCHC encourages applications from candidates whose background is diverse in terms of culture, race, language, religion, class, gender/sexual orientation, and including those who may need accommodation. As a condition of employment all prospective employees will be required to undertake a Vulnerable Sector Screening with Police Services. DPNCHC is a perfume free environment. Only applicants selected for interviews will be contacted. No phone calls please.



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