

## **EB MEDICAL CLINIC**

### **Medical Office Assistant – Full-time**

EB Medical Clinic is a team-based environment and we do not work in isolation. We respect and value the diversity and skill set you bring to our organisation.

Please note that the Central Okanagan Division of Family Practice will conduct initial screening of candidates on behalf of the clinic before providing your resume with contact information to the clinic for their consideration.

#### **Position Summary**

EB Medical Clinic in Kelowna is seeking:

- 1 permanent, full-time MOA
- Clinic Hours: Monday to Friday 8:30am - 5:00pm
- Benefits: extended healthcare
- Wage: starting at \$22-25 / hour
- Deadline to fill role: February 19, 2024

This position performs a variety of medical office assistant and clerical duties, such as:

- Regular administrative and reception duties: registers patients, answers telephone, general correspondence, record keeping, chart notes, reports, medical billings, data entry and word processing, graphic and database applications, compiles and enters statistical information, records, transcribes, types, drafts, creates, updates all forms of correspondence;
- Schedules and confirms client appointments;
- Receives, records, checks, and balances revenue transactions and petty cash;
- Maintains medical/surgical supplies, and equipment;
- Clinical support - escorting to examination/treatment room and ensuring appropriate instruments, procedure trays, or other supplies are set up; attends sensitive examination procedures and treatments; routine measurements - weight, BMI calculations, eye exams, urinalysis;
- Cleans and sterilizes medical equipment and instruments;
- Delivers and disposes of supplies, biologicals, materials, and equipment;
- Flexible with time and schedule

#### **Qualifications**

- Grade 12
- Graduation from a Medical Office Assistant Certificate Program from an accredited Community College,
- Two years recent related experience in a health care setting. Or an equivalent combination of education, training, and experience.

#### **Skills and Abilities:**

- Strong customer service orientation
- Demonstrated ability to communicate with a variety of individuals using compassion and tact
- Ability to handle and organize competing priorities and think and respond in the moment
- Strong sense of teamwork and demonstrated ability to work effectively with others in a fast-paced environment
- Ability to communicate effectively over the phone, in- person and through email
- Demonstrated ability to utilize and understand Medical Terminology.
- EMR: Med Access
- Good team relationship and interpersonal skills.

We believe equity, diversity and inclusion are essential for the clinics we serve to achieve the business goals they strive for. We believe that everyone – no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status – should have equitable access to jobs and opportunities.

We appreciate and thank all applicants for their interest, however only short-listed candidates, and those legally eligible to work in Canada will be considered.