



**Medical Office Assistant Employment
Luther Court Community Health Centre (CHC)**

Posting Date: January 15, 2022

Site: Luther Court Society: 1525 Cedar Hill Cross Road, Victoria, BC, V8P5M1

Start date: March 1, 2022

Position: Medical Office Assistant, reporting to the Director of PHC and Community

Employment Status: Permanent positions (3.5 FTE to be hired)

Hourly Rate: To be determined as per union contract

CHC will be open: Monday – Thursday 8am to 8 pm, Friday 8am to 4pm, Saturday 8 am – noon

Days Off (Fixed or Rotating): Rotating

Summary of Job Description:

The MOA performs a variety of clerical and medical office assistant duties: Client reception includes greeting clients, making appointments, scheduling, and assisting with the smooth operation and flow of client visits and care. Administrative team support includes word processing, data entry, document correspondence and reports, managing exam room flow and client referral processes. Record keeping involves medical billing, revenue management, and maintaining confidential filing systems. The MOA engages in empathic client interactions to support team effectiveness and a positive milieu. The MOA responds to general inquiries related to programs and services and attends to established organizational policies and principles within the interdisciplinary health care environment.

Required Qualifications:

Grade 12 Education; graduation from a Medical Office Assistant course or equivalent.

One-year related experience in a health care setting, or equivalent combination of education, training, and experience; proficiency in computer word processing, spreadsheets, and electronic medical record systems. Prefer: CPR, First Aid Level I.

About Luther Court Society:

Luther Court is a not-for-profit faith-based organization that has served Victoria with distinction for over 40 years and has exemplary status with Accreditation Canada. The Society has received funding to expand from a seniors focused housing and care organization to a Community Health Centre (CHC), providing integrated health, housing, and well-being services. In welcoming people of diverse backgrounds, the CHC will provide intergenerational care and services, with priority attention to seniors and people with mental health concerns. In addition to providing high quality housing and care to 120 residents, the expanded CHC team and newly renovated space will offer clinical care to 4000 attached patients, population health programs, and health promotion outreach to the community.

For more information and to be part of this exciting CHC opportunity, please contact:

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