

Employment Opportunity

REACH Community Health Centre, Vancouver, BC.

Position: Medical Office Assistant

Positions: 1

FTE: Casual

Experience/Speciality: Complex patients, including youth, chronic diseases, frail elderly, mental health and addictions.

Date: November 27th 2017

Duration of Posting: Until filled.

Compensation: Includes salary, sick time, and benefits.

Context:

Established in 1969, REACH is a Community Health Centre with a history of primary care innovation and a commitment to equality and social justice in East Vancouver. We have a multidisciplinary approach to care within our medical, dental, pharmacy and multi-cultural outreach programs. This position is funded by VCH's primary care program. The successful applicant will be interested in providing team-based care and working to full scope as an MOA and be committed to providing care to clients with complex health and social needs. A detailed job description and duties is available upon request.

Position Summary:

This is a full service family practice with no intrapartum care. Responsibilities also include weekends, and evenings.

Qualifications:

- Certification as a medical office assistant from an accredited educational institution or equivalent.
- A minimum of 5 years practical experience working in a similar position.
- Experience working with clients with complex social and health conditions in a multicultural environment.
- Maintains Basic Life Support Certification.
- Understanding of aseptic and sterile technique and universal precautions.
- Excellent knowledge of medical terminology and effective use of the electronic medical records required.
- Ability to undertake frequent lifting and carrying items up to 30 pounds.
- Ability to speak another language an asset.

Required Skills:

- Demonstrates critical thinking, ability to anticipate needs, compassionate and client centered care.
- Must be able to recognize and respond appropriately to urgent/emergent situations.
- Excellent knowledge of Oscar EMR, medical billing and codes as well as advanced access booking system.
- Knowledge of Live Care and other telemedicine systems.
- Knowledge of online booking systems such as Veribook.
- Ability to prioritize, multi-task, be accurate, pay attention to details.

- Demonstrates good time management.
- Ability to work independently and collaborate effectively in a team environment.
- Strong interpersonal, organizational and communication (oral and written) skills.
- Demonstrates an understanding of REACH's mission and values as an organization.
- Proven ability to accurately take and record vital signs and to assist with procedures and exams.

Compensation is competitive and includes salary, sick time and other benefits.

Start date: as soon as possible

Submit resume to Devika Krishnan, administrative assistant (dkrishnan@reachcentre.bc.ca).

We are grateful for your interest but only candidates selected for an interview will be contacted.