Primary Care Assistant

0.5 EFT Term

Department: Administration

Position: Primary Care Assistant

Anticipated Shift: Days, Evenings, Weekends, Stats

Responsible To: Administrative & Facility Manager

Start Date: ASAP

Position Summary:

NorWest Coop Community Health is seeking a highly motivated Primary Care Assistant with excellent interpersonal and communication skills. This position supports our Primary Care providers and the interprofessional team in the delivery of safe, efficient and quality services. The incumbent will provide a variety of clerical functions and must contribute to a respectful work environment and participate in workload sharing and coverage within the team.

Qualifications:

- High school education Manitoba standards, required.
- Successful completion of a recognized Unit Clerk or Medical Secretarial course required
- Medical Anatomy/Terminology Certification required
- Minimum of 2 years’ experience working in a medical office/centre environment required.
- Proficient computer skills in MS Office and Outlook Calendar Management
- Knowledge of Accuro – EMR – for appointment scheduling and document management is an asset.
- Ability to problem solve and work within a fast paced interdisciplinary team environment with frequent disruptions and deadlines
- Excellent customer service and communication skills
- Experience with specimen collection, medical supply management and statistical data collection.
- Knowledge and experience working with diverse cultures
- Ability to maintain a high level of confidentiality
- CPR certification an asset
- Criminal Record Check and Child/Elder Abuse Registry required

Salary and benefits as per CUPE  Closing Date: Tuesday Sep 8, 2020

Please submit your application in confidence to:

Sharon Komyshyn, Administrative & Facility Manager
NorWest Co-op Community Health
785 Keewatin St., Winnipeg, MB
Email: skomyshyn@norwestcoop.ca

We thank you for your interest, however, only candidates selected for an interview will be contacted