We are seeking a

MEDICAL SECRETARY

As a designated role; preference will be given to a Francophone or Indigenous person



0.8 FTE permanent (4 days/week) Salary: \$35,120-\$36,800

A shared sense of purpose. Chigamik Community Health Centre is committed to providing bilingual and culturally-sensitive primary health care, illness prevention and health promotion.

Job overview:

Provide reception and clerical support for a large team of staff and multiple programs of Chigamik Community Health Centre. The Medical Secretary is responsible for establishing priorities for the operations of the clinic and providing a welcoming and inclusive first point of contact. Although evenings and occasional weekends will be required, we encourage our staff to maintain a healthy work/life balance.

Qualifications:

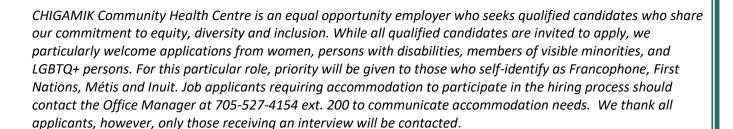
- Medical Office Administration diploma or equivalent education/experience
- 3-5 years' experience in a community based medical setting
- Strong proficiency in the use of computer technology in particular an electronic medical record system
- Excellent organizational skills with the ability to multitask in a fast paced environment
- Demonstrated experience working with populations who are marginalized, and may have experienced issues of substance use, homelessness and who may have difficulty accessing primary health care

Send us your cover letter, resume and references by 12:00 noon **Thursday, May 9th, 2019** to:

CSC CHIGAMIK CHC, Unit 10 Midland ON L4R 0B7

Email: hr@chigamik.ca

A FULL JOB DESCRIPTION CAN BE VIEWED ON THE CAREERS SECTION OF OUR WEBSITE WWW.CHIGAMIK.CA



CSC CHIGAMIK CHC encourages a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products while at the centre.