



Job Posting: Medical Office Administrator – Westshore

Internal Posting Period:		External Posting Period:	
From: November 8, 2021		From: November 8, 2021	
To: November 21, 2021		To: November 21, 2021	
Union: BCGEU	Collective Agreement: HEABC and Health Services & Support Community Subsector Association 2019 - 2022		
Job Title: Medical Office Administrator			
Vacancy Status:			
Regular:	<input checked="" type="checkbox"/>	OR	Temporary: <input type="checkbox"/>
Full Time:	<input type="checkbox"/>	Part-Time:	<input checked="" type="checkbox"/> Casual: <input type="checkbox"/>
Department: Westshore AVI Health Clinic			
Work Location: 111-2787 Jacklin Rd			
Start Date: ASAP		End Date: March 31, 2021	
Hours of Work: 4 hours a week (with potential for more hours)		Schedule: Tuesdays 4:30pm – 8:30pm as well as other casual shifts	
Shift:	Day <input checked="" type="checkbox"/>	Evening <input checked="" type="checkbox"/>	Night <input type="checkbox"/>
Grid Level: Grid 31, \$25.27/hour			

Job Summary:

The Medical Office Administrator will oversee the daily operation of the medical office by performing medical and secretarial duties, and helping to maintain an efficient and cooperative operation.

Qualifications/Skills and Abilities/Licensing/Registration

- Minimum three years' recent medical office experience, or an equivalent combination of education, training, and experience
- Proof of Vaccination Status, as required by the Provincial Health Order for Hospital and Community Health Care Services staff
- Valid Class 5 BC Driver's License
- Experience with MOIS system is an asset

Hours of Work, Days Off and Work Area may be subject to change.

We encourage applications from, but not limited to, Indigenous persons, persons of colour, persons living with disabilities, persons who use/d illicit drugs, persons with experience of sex work, and persons representing diverse genders and sexualities.

Submit your resume and cover letter to jobs@avi.org by November 21, 2021

Job Posting: Medical Office Administrator – Westshore

Westshore AVI Health Centre provides healthcare and support to people who have substance use disorders and are living in the Westshore area.

Job Summary: The Medical Office Administrator will oversee the daily operation of the medical office by performing medical and secretarial duties, and help to maintain an efficient and cooperative operation.

Key Duties and Responsibilities:

1. Maintains health care staff schedules and appointments
2. Performs or ensures completion of all secretarial and administrative duties for the clinic.
3. Maintains record keeping/filing systems, screens and prioritizes incoming records and materials
4. Manages medical referrals according to physician's instructions and procedures
5. Prepares documents and materials for medical clinics and/or patient visits as required
6. Manages all invoicing and accounts receivable and follows up on variances.
7. Provides and maintains a welcoming and safe reception for patients
8. Collects, reads and enters all point of care tests
9. Works with team to create positive, healthy, clinic environment
10. Performs other related duties as assigned.

Qualifications:

- Minimum three years' recent medical office experience, or an equivalent combination of education, training, and experience
- Proof of Vaccination Status, as required by the Provincial Health Order for Hospital and Community Health Care Services staff
- Excellent communication and interpersonal skills required to work effectively with co-workers, clients, community, and other service providers
- Understanding of the impact on individual health and well-being, as well as the considerations for service delivery related to systemic barriers associated with poverty, mental health, substance use, trauma, racism, ongoing colonialism, heterosexism, and gender discrimination.
- Demonstrated commitment to the policy and practice of harm reduction, cultural safety, and trauma and violence informed practices.
- Experience with MOIS system is an asset
- Experience with occupational health and safety standards and procedures
- Valid Class 5 BC Driver's License
- Ability to communicate effectively, both verbally and in writing
- Knowledge of medical terminology and medical office procedures
- Ability to do financial calculations
- Ability to evaluate and monitor administrative systems and procedures
- Ability to plan, organize, and prioritize
- Ability to work independently and in cooperation with others
- Ability to analyze and solve problems

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