

April 22, 2024

Internal / External Posting: Medical Secretary
12-month Maternity Leave contract; 35 hrs./week
Posting Number: 2024-05

Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is a multi-service organization that provides a wide variety of health and health promotion programs and services for a diverse community. The Health Centre is currently seeking one, experienced **Medical Secretary** to provide a consistently high standard of secretarial and administrative support. You'll work with a multi-disciplinary team of physicians, nurse practitioners, registered nurse, dietitian, psychiatric consultant and other mental health professionals.

Responsibilities:

- Provide a high level of customer service and contribute to creating a warm and inviting reception area for health centre clients on the telephone and in person,
- Schedule client, specialist and diagnostic testing appointments,
- Prepare, maintain, retrieve, track and file charts electronically,
- Prepare referral and consultation letters as directed,
- Maintain appointment scheduling and an up-to-date resource and referral directory,
- Revise providers' schedules as required,
- Implement document management and distribution systems and maintain inventory of necessary forms and supplies,
- Sterilize equipment, order supplies and stock rooms as required.

Qualifications:

- Medical Secretary diploma from a recognized training institution,
- 3 years' experience in a clinical or medical setting with a team of clinical providers,
- Accurate and efficient secretarial skills,
- Ability to work in a busy setting and to multi-task,
- Ability to communicate clearly,
- Commitment to an interdisciplinary team approach to health and social services,
- Knowledge of confidentiality guidelines required in a health setting,
- Ability to work according to policies and protocols,
- Experience working in a marginalized population,
- Experience working in a culturally diverse setting,
- Experience working with an electronic medical records system is considered an asset,
- Willingness to work one to two evenings a week until 8.00 p.m.,
- Knowledge of Davenport-Perth neighbourhood and Portuguese and/or Spanish language skills an asset.

Hourly Range: \$22.049-\$26.208 per hour, plus health benefits and HOOPP Pension Plan. **This position is part of the bargaining unit.**

Expected Start Date: August 12, 2024 to August 15, 2025.

Submit cover letter and resume via email: Posting No: 2024-05 to hire@dpnchc.ca or mail to 1900 Davenport Road, Toronto, ON. M6N 1B7.

Due Dates: Internal Applicants: 5 pm, April 30, 2024.

External Applicants: 5 pm, May 3, 2024.

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from Black candidates, as well as individuals from diverse backgrounds including culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must show proof of COVID-19 vaccination (2 doses) with vaccines approved by Health Canada, unless they have an exemption from vaccination under the Human Rights Code. Also required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume free environment.