

Casual/On-Call Relief Medical Secretary

Posting: Ongoing

Davenport-Perth

Neighbourhood and Community Health Centre



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 experienced applicants to the position of Medical Secretary to provide a consistently high standard of secretarial and administrative support. You will work with a multidisciplinary team of physicians, nurse practitioners, registered nurse, dietitian, psychiatric consultant and other mental health professionals. **The person in the Relief position would cover sick days, vacation and other times when the permanent worker is away from the Centre.**

Responsibilities:

- Provided 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 manually and 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, or other applicable post secondary education,
- 3 years' experience in a clinical or medical setting with a team of clinical providers,
- Accurate and efficient secretarial skills, including word processing and filing accuracy,
- Ability to work in a busy setting and to multi-task,
- Ability to communicate clearly in English,
- 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 culturally diverse setting,
- Willingness to work evenings until 8.00 p.m. when required,
- Knowledge of Davenport-Perth neighbourhood, Portuguese and/or Spanish language skills, and experience with **PS Suites (PSS)** electronic medical record system are considered assets.

Hourly Range: \$22.049-\$26.208 per hour plus statutory benefits. **This position is not part of the bargaining unit.**

Expected Start Date: ASAP

Submit cover letter and resume via email to: hire@dpnchc.ca or mail to 1900 Davenport Road, Toronto, ON. M6N 1B7

Application Due Date: This is an open posting and we accept ongoing applications.

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of 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 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.



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