



Employment: Mayne Island (S,KFAK) Health and Wellness Clinic:

MEDICAL OFFICE ASSISTANT (MOA) Part-Time Position



Working as part of an integrated health care team, the Medical Office Assistant performs a variety of duties including, patient triage with scheduling, provider billing, data entry. Answers general inquiries related to services. Assists primary care providers with the smooth operation and flow for patient visits and care.

Education, Training and Experience: Grade 12 education and related experience in health care; or an equivalent combination of education, training, and experience.

Skills And Abilities • Demonstrated ability to work as an effective member of a health care team
• Ability to organize and prioritize multiple tasks and work roles. • Ability to communicate effectively • Proficiency in computer word processing and ability to learn new skills
• Ability to work independently and follow detailed instruction. • Ability to use a highest degree of confidentiality, tact and diplomacy in working with others.

Training in Electronic Medical Records, Clinic procedures and patient triage will be provided by our current and retiring Staff, reporting to Dr. Losier.

Employee payment rate starting at \$26.00 / h. Required: Recent Criminal Records Review Check, CPR / First Aid training and COVID immunization (Public Health Orders as of Oct 5th,2023).

*Please mail your Cover Letter and Resume with current References to Dr. Juliana Losier Inc.
#210-526 Felix Jack Rd. Mayne Island, VON 2J2*

Only short-listed applicants will be contacted for this posting. Thank you for your interest.