

The West Elgin Community Health Centre is currently seeking a:

## Medical Secretary

Full-Time Employment

### ABOUT US:

The West Elgin Community Health Centre is part of a strong network of community health centres across the province. Together we commit to providing health and social services that are accountable, accessible, efficient and governed by the community.

Our team provides primary health care, illness prevention and health promotion services, as well as a range of community programs primarily to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

We believe that housing, education, food and the environment all play a role in health and well-being. We also believe that language, literacy and poverty should not get in the way of receiving great care.

At the West Elgin Community Health Centre, EVERY ONE MATTERS.

[wehc.on.ca](http://wehc.on.ca)



West Elgin  
Community  
Health Centre

# JOIN OUR TEAM



The West Elgin Community Health Centre is recruiting for a full-time medical secretary to join our valued team. With a strong focus on service excellence, the Secretary is typically our first point of contact for our clients, community and community partners at our reception desk. Supporting the mission and values of the Health Centre, our successful candidate will:

### PRIMARY RESPONSIBILITIES:

- \* Provide person-centred and community-centred customer service as part of our stellar administrative team
- \* Working with Primary Care and other health professionals provide administrative support as needed
- \* Schedule client, specialist and diagnostic testing appointments. Prepare referral and consultation letters as directed
- \* Prepare, maintain, track file client charts manually and electronically
- \* General administrative services not limited to document management, room bookings, telephone system and other office equipment management, OTN system management, office supplies inventory, orientation assistance, etc.
- \* *Note that this job description is currently under review and subject to change prior to any formal offer of employment finalized by the Centre*

### QUALIFICATIONS:

- \* Medical secretary certificate or equivalent relevant work experience
- \* A minimum of 2 - 5 years of relevant experience in a healthcare setting preferably within a CHC model or within a rural setting
- \* Familiarity with PS Suite (EMR) with a strong computer / software application skillset
- \* Demonstrated skills in service excellence, teamwork, accountability, leadership and respect to align with the Health Centre's core values

### APPLY TODAY!

**Applications accepted until September 9, 2020  
Candidates invited to interview will be contacted**

Send Resume by mail or e-mail to:  
Debra Auterhoff

[DAuterhoff@wehc.on.ca](mailto:DAuterhoff@wehc.on.ca)

West Elgin Community Health Centre  
153 Main Street, West Lorne, ON N0L 2P0

Every  
One  
Matters.

*The Centre is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.*