



JOIN OUR TEAM

ABOUT US:

The West Elgin Community Health Centre has served our rural communities for nearly 30 years. We work alongside extraordinary people at the Centre. We are very proud to be a part of an alliance of community health centres across the province where we focus on improving the health and wellbeing of people and communities. We continue to value and advocate for a more inclusive society.

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.

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 strive for a healthy and supportive work environment valuing compassion, excellence, collaboration, accountability, respect and equity. Our vision supports a vibrant and caring community, people and workplace and is demonstrated by the Centre's 2021 Healthy Workplace award and 2023 CMHA recognition for workplace mental health initiatives.

APPLY TODAY!

Open Until February 18, 2024

Send resume by mail or e-mail to:
Debra Auterhoff, Human Resources
dauterhoff@wehc.on.ca

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

Visit the Centre's Website:
<https://wehc.on.ca/>

Medical Secretary

Full-Time Employment (37.5 hours a week)

\$20.58 - \$24.21/hour with competitive benefits and HOOPP

The West Elgin Community Health Centre is located in the beautiful rural community of West Lorne, Ontario conveniently situated a half hour outside of London and Chatham.

Medical Secretary Responsibilities:

- Exceptional front desk/client service aligning with the Centre's values of compassion, excellence, collaboration, accountability, respect and equity.
- Work with primary health and allied health professionals to provide administrative support including, but not limited to, scheduling client appointments, appointment reminders, specialist and diagnostic testing appointments, prepare referrals and consultation letters as directed.
- Prepare, maintain, and track file client charts.
- Other medical administrative duties as assigned.

What Do you Bring to the Position?

- Demonstrated "ambassador" skills, professional, kind, empathetic, non-judgemental, accountable, adaptable, solution focused with strong emotional intelligence.
- Excellent communication and customer service skills, independent, creative, dynamic and supportive team member.
- Familiarity with PS Suite (EMR) *preferred* with a strong computer / software application skillset *required*.
- Medical secretary certificate or equivalent relevant work experience *preferred*.
- Verification of full Covid-19 vaccination status or verified medical exemption *required*.
- As we support vulnerable client populations, the successful candidate is *required* to submit a vulnerable sector police clearance as a condition of employment.

The Centre is committed to a respectful, diverse, accessible and inclusive work environment. We encourage and welcome applications from persons with disabilities and a broad range of cultural, ethnic, racial and gender identities and expression. Reasonable accommodation will be provided in all phases of the recruitment process.