

The West Elgin Community Health Centre is currently seeking a:

## Medical Secretary

### CASUAL, TEMPORARY EMPLOYMENT

*Up to full-time hours  
(hours subject to service demand and  
pandemic duration)*

## 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.

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



West Elgin  
Community  
Health Centre

# JOIN OUR TEAM



## Covid-19 Assessment Centre Medical Secretary - Temporary, Casual

As of January 6, 2021 The West Elgin Community Health Centre has been designated as a COVID-19 Assessment Centre (a HUB of the assessment centre at STEGH).

The Assessment Centre is open Monday, Wednesday and Fridays with service hours subject to change to include extended days and weekends based on testing demand. The Assessment Centre will close once a testing site is no longer needed in the West Elgin region.

**This employment opportunity is specific to the Assessment Centre only.**

### Medical Secretary

- Candidates will have a medical secretary certificate or equivalent relevant work experience in a healthcare setting.
- Minimum 2 years of experience required.
- Candidates will have experience setting up charts, related paperwork and booking appointments and have the ability to work within an electronic medical record.

Medical Secretaries will set-up charts, complete paperwork for testing and book appointments for the COVID-19 Assessment Centre.

## APPLY TODAY!

**Job Posting Open Until Filled**

**Candidates invited to interview will be contacted**

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

[DAuterhoff@wechc.on.ca](mailto:DAuterhoff@wechc.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.*