

**SIOUX LOOKOUT FIRST NATIONS HEALTH AUTHORITY**  
**Primary Health Care Unit**

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**MEDICAL SECRETARY**  
**Internal/External Posting**  
**Permanent Full Time**  
**Location: Sioux Lookout, Ontario**



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Reporting to the Operations Supervisor, the Medical Secretary is responsible for performing a variety of secretarial duties to Physicians and the Primary Health Care Unit staff.

**QUALIFICATIONS**

- Diploma or certificate in Medical Office Assistant or equivalent;
- Previous experience (minimum 1- 2 years) in a Medical Office;
- Proficient with medical terminology;
- Proficient keyboarding skills (50 wpm);
- Possess excellent interpersonal and communication skills (both verbal and written);
- Previous experience working within an electronic medical record an asset.

**KNOWLEDGE & ABILITY**

- Working knowledge of medical office procedures;
- Ability to maintain effective working relationships with patients, medical and clinic staff and the general public;
- Superior time management and organizational skills;
- Ability to work independently in a fast paced work environment;
- Must have experience and understanding of Native culture, and the geographic realities and social conditions within remote First Nation communities;
- Must be willing to relocate and/or live in Sioux Lookout.

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**Please send cover letter, resume, three most recent employment references and an up-to-date Criminal Reference Check to:**

**Human Resources Department**  
**Sioux Lookout First Nations Health Authority**  
**61 Queen Street, P.O. Box 1300**  
**Sioux Lookout, ON P8T 1B8**  
**Phone: (807) 737-1802 Fax: (807) 737-2969**  
**Email: [Human.Resources@slfnha.com](mailto:Human.Resources@slfnha.com)**

**Closing Date: January 31, 2014 at 4:30 p.m**

***The Health Authority wishes to thank all applicants in advance. However, only those granted an interview will be contacted.***

**Please ensure the SLFNHA receives your Criminal Reference Check as soon as possible to avoid delays in processing your application.**

*For additional information regarding the Health Authority, please visit our Web-site at*  
[www.slfnha.com](http://www.slfnha.com)

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