



Sioux Lookout
First Nations
Health Authority

**Medical Secretary (2 Positions)
Internal/External posting
Full Time Position
Location: Sioux Lookout, Ontario**

JOB SUMMARY

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.

DUTIES:

- Working knowledge of medical office procedures;
- Ability to maintain effective working relationships with patients, medical, nursing and clinic staff and the general public;
- Working knowledge of health records documents
- 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.

Please send cover letter, resume, three most recent employment references and an up-to-date Criminal Reference Check with a Vulnerable Person's Sector Check to:

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

Closing Date: August 15, 2014 at 4:30 P.M

No resumes received after this time will be accepted

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

For additional information regarding the Health Authority, please visit our Web-site at www.slfnha.com
