



## Medical Office Assistant

**Work Hours:** PT 21 hours/week, 3 shifts/week. Exact dates and times to be determined. May include evenings and weekends.

**Position posted on:** January 24, 2023

**Compensation:** \$25.05/hour

**Nature of position:** Permanent Part-Time

**Location:** Squamish – Foundry Sea to Sky

**Start date:** April 1, 2023 or as soon as possible

**The Medical Office Assistant (MOA)** is responsible for providing specialized medical office support to the nurse practitioners, doctors, and other healthcare providers at Foundry Sea to Sky. The Medical Office Assistant also provides a variety of administrative, reception, and clerical duties: preparing correspondence, reports, and other documents, maintaining a variety of medical, operational, and financial records, files, and related systems.

### Qualifications:

1. Completion of Grade 12
2. MOA certification from a recognized institution
3. Three (3) years recent related experience, including experience working in a medical practice. Related experience may include administrative or clerical work.
4. Or an equivalent combination of education, training, and experience.

### Job Skills and Abilities:

1. Knowledge of the principles and practices of medical office management
2. Knowledge of medical terminology
3. Demonstrated level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics.
4. Demonstrated ability to interact with vulnerable populations, including youth, in an empathetic and professional manner.
5. Demonstrated ability to work constructively and co-operatively in an office setting both independently and as a team member.
6. Ability to communicate effectively in writing; strong language and grammatical skills. This includes the ability to compose routine correspondence and other material, using clear, concise English.
7. Knowledge of MSP billing processes and medical office software.
8. Excellent listening, communication, and interpersonal skills. Ability to use strong judgment, tact, and discretion.
9. Ability to effectively organize, prioritize, and execute work to meet deadlines.
10. Ability to deal effectively, both in person or over the phone, with individuals who are sometimes agitated, angry, and/or threatening.
11. Ability to work outside regular office hours including evenings and weekends.

12. Advanced skills using a variety of computerized software packages such as Microsoft Office Suite
13. Ability to keyboard at 50 WPM

**Requirements:**

1. Criminal record review
2. Signed confidentiality form
3. Approved reference check
4. Proof of full Covid-19 vaccination required

**Benefits and Perks:**

**Healthcare:** We offer an extended health program through Group Health that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% paid by the employer.

**Vacation & Leave:** Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. This equals 15 days of holidays (3 weeks/year). After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

**Retirement Pension:** When eligible, a full-time employee will be enrolled in the Municipal Pension Plan with a matching contribution by SCS.

**Other Perks:** Casual dress, flexible hours, paid sick days, and more.

**Compensation:** \$25.05 per hour.

**Apply today at:** [jobs@sscs.ca](mailto:jobs@sscs.ca)