

We are seeking a

MEDICAL SECRETARY

As a French Language designated role, the incumbent will be proficient in French.



Centre de santé communautaire
CHIGAMIK
Community Health Centre
La place du peuple – The Peoples' Place

Terms: Full Time, Permanent (5 days/week)

Salary: \$44,054 - \$44,499

A shared sense of purpose. Chigamik Community Health Centre is a dynamic, community-based health care organization. We are committed to providing bilingual and culturally sensitive primary health care, illness prevention, harm reduction and health promotion. We serve people who face barriers to health care and strive to reduce those barriers.

Job overview:

Provide comprehensive administrative support for a large interdisciplinary team. The Medical Secretary is polite, empathetic and has great attention to detail. They are responsible for establishing priorities for the operations of the clinic and providing a welcoming and inclusive first point of contact. Although evenings and occasional weekends will be required, we encourage our staff to maintain a healthy work/life balance.

Qualifications:

- Medical Office Administration diploma or equivalent education/experience
- Strong proficiency with the use of an electronic medical record system
- Excellent organizational skills with the ability to multitask in a fast-paced environment
- Demonstrated experience working with populations who are marginalized, and may have experienced issues of substance use, homelessness and who may have difficulty accessing primary health care

Please submit your cover letter, resume and references via Indeed by 12:00 noon **Thursday, July 14th, 2022** to: <https://employers.indeed.com/medicalsecretarychigamik> or by email to HR@chigamik.ca

A FULL JOB DESCRIPTION CAN BE VIEWED ON THE CAREERS SECTION OF OUR WEBSITE
WWW.CHIGAMIK.CA



CHIGAMIK Community Health Centre is an equal opportunity employer who seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, members of visible minorities, and LGBTQ+ persons. For this particular role, priority will be given to those who self-identify as Francophone. Job applicants requiring accommodation to participate in the hiring process should contact the HR Manager at 705-527-4154 ext. 7200 to communicate accommodation needs. We thank all applicants, however, only those receiving an interview will be contacted.

CSC CHIGAMIK CHC encourages a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products while at the centre.