



## **INTAKE/SECURITY WORKER FULL-TIME**

The Vancouver Native Health Society Medical Clinic is seeking a full-time Intake/Security Worker.

### **Position Summary**

This position reports to the Clinic Manager and provides administrative assistance including intake and triage of clients and provides security for the clinic within a multidisciplinary team that delivers primary health care to the patients of the Vancouver Native Health Society's Medical Clinic.

### **Job Responsibilities**

- Intake duties including greeting and triaging all patients as appropriate
- Creating and managing client records
- Security duties including enforcing security policies and procedures of VNHS and de-escalation of volatile clients
- Clerical duties including booking appointments and responding patient inquiries in-person and by phone
- Housekeeping duties
- Opening and closing the clinic

### **Qualifications**

Successful applicants must have:

- Grade 12 completion
- 2 years of recent clinical/medical office support experience in a health care setting; or an equivalent combination of education, training and experience.
- Excellent communication and interpersonal skills
- Ability to work independently and as a team
- Skill in using a variety of office equipment and computer software
- Ability to organize and prioritize
- Knowledge of Indigenous community resources and other community support services

### **Salary**

Commensurate with experience

Send resume and cover letter to: Vancouver Native Health Society  
ATTN: HR-Intake/Security  
clinic.manager@vnhs.net

*We encourage all qualified people to apply. Only those selected for an interview will be contacted.*