



MEDICAL OFFICE ASSISTANT  
FULL-TIME  
CASUAL

The Vancouver Native Health Society Medical Clinic is seeking a casual, on-call Medical Office Assistant.

**Position Summary**

This position reports to the Clinic Manager and provides medical office and clinical assistance within a multidisciplinary team that delivers primary health care and nursing care to the patients of the Vancouver Native Health Society's Medical Clinic.

**Responsibilities**

The Medical Office Assistant (MOA) will provide a variety of medical office assistant and clerical duties including:

- Scan, forward and file documents in the electronic medical record (OSCAR)
- Photocopy, print labels, type memos or letters as required
- Manage telephone inquiries, messages, and direct calls from pharmacies, laboratories, various hospital departments and patients.
- Receive, distribute and send faxes and mail
- Arrange all records release requests.
- Manage reception desk and patient inquiries in person and by phone.
- Answer general and specific service related enquiries from patients and assist with informing patients of specialist appointments, preparation for tests or medical procedures and arranging services such as referrals, transportation, etc.
- Contact patients to arrange visit with physician when necessary
- Circulate lab results to appropriate care provider
- Check and restock exam rooms and monitor expiry dates of medication and supplies as necessary.
- Wipe down and sterilize furniture, exam tables, etc. in exam rooms. Replace table paper when necessary.
- Changeover and disinfect exam rooms as required.
- Clean and sterilize instruments and restock to exam rooms.
- Ensure lab requisitions are completed properly, specimens and swabs are labeled and sent to appropriate facility for testing

**Qualifications:**

Successful applicants must have:

- Grade 12 Completion.
- Medical Office Assistant certificate from an accredited college.
- 2 years of recent clinical/medical office support experience in a health care setting; or an equivalent combination of education, training and experience.

- Strong human relations and interpersonal communication skills.
- Ability to organize and prioritize.

Successful applicants should have:

- Ability to work independently and as a team
- 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-MOA

[hra@vnhs.info](mailto:hra@vnhs.info)

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