



Title	CASUAL Locum Medical Secretary
Posting Date	2023/11/07
Expiry	On-going
Posting Type	External
Salary	\$19.82/hour
Working Hours	9:00am-5:00pm and/or 12:00pm-8:00pm (including one-hour unpaid lunch time)
About Us	<p>Access Alliance Multicultural Health and Community Services (AAMHCS) is a Community Health Centre that is committed to and works to improve health outcomes for the most vulnerable immigrants, refugees, and their communities. We do this by facilitating access to services and addressing systemic inequities. The Centre envisions a future in which diverse individuals, families and communities can achieve health with dignity.</p> <p>Our dynamic and collaborative inter-professional team includes physicians, nurses, social workers, dietitians, settlement workers, health promoters, community-based researchers and a cutting-edge Health Interpretation Program. We operate three busy centres covering the City's West and East End as well as Downtown. All easy to reach using public transport. To learn more about Access Alliance, our programs and services and locations, please visit our website: https://accessalliance.ca/</p>
What you will do	<p>We are seeking experienced, highly organized, focused individuals who thrive in an energized environment to provide coverage at anyone of the three sites as a result of un-planned and planned absences and short leaves (sick, vacation, secondments to other departments). This position is on-call basis and does not guarantee minimum hours at any time. This position is best suited for individuals who are looking for casual work or to supplement a part-time job they already have.</p> <ul style="list-style-type: none"> • Performing administrative tasks in support of clinical and non-clinical teams • Scheduling patient appointments, preparing and maintaining patient charts, filing results and correspondences received • Reviewing of telephone, facsimile, surface mail and email messages • Forward information to other physicians respecting patient confidentiality and privacy including retrieval of release of information documents as necessary • Maintenance of appointment-based staff schedules and processing all dictated clinical notes (i.e. fax to referring physicians) • Working collaboratively with other administrative support staff • Other duties as required
What you need	<ul style="list-style-type: none"> • Medical Administration Certificate or College diploma in Office Administration with combination of education and relevant work experience • Experience working in a community health setting • Proficient in Outlook, Word, Excel, and experience with Practice Solutions Suite (PSS) electronic medical record system • Excellent keyboarding skills and the ability to type at least 55 words per minute; • Proficient in Medical Terminology • Excellent communication skills, both written and verbal • Good understanding of barriers faced by newcomers and knowledgeable about community programs and services available to them • A second language reflective of the agency's client population is preferred • Excellent customer service and interpersonal skills

Toronto's Diverse communities achieve health with dignity



- Excellent organizational skills and demonstrated ability to multi-task and work under pressure in an ever-changing environment
- High degree of initiative, judgement and problem-solving abilities
- Attention to detail, commitment to error free work
- Ability to work independently with minimal supervision
- Ability to work in a culturally competent manner with diverse population and within a diverse work environment
- **Travel within Toronto and work flexible shifts including evenings**
- Legally entitled to work in Canada

What next

With **Casual Locum Medical Secretary** in the subject heading please send your resume and cover letter to: jobs@accessalliance.ca

Note that a criminal background check will be conducted for this position as a condition of working agreement.

Anti-oppression/Anti-Racism: We are committed to a workforce reflective of the diversity of the City of Toronto and the communities we serve. We encourage applications from those who provide different perspective and contribute to diverse ideas.

Access Alliance is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Access Alliance encourages a scent-free environment.