



Group Health Centre

Surgery Clerk Permanent Part Time

Compassion**Respect****Kindness****Accountability****The Organization:**

The Group Health Centre is a progressive multi-speciality ambulatory care health care organization, and is one of Canada's first consumer-sponsored health care facilities. As Ontario's largest and longest-established alternatively funded healthcare organization, Group Health Centre serves over 70,000 Sault Ste. Marie and Algoma District residents.

Position Summary:

This position involves reception and clerical support for the Surgery department. The duties include, but are not limited to: managing and confirming endoscopic procedures by working off a priority-based recall list, booking consultations along with follow-up and return appointments and prioritizing a high-volume work-queue. This position may require booking operative patients collaboratively with SAH. Working for a particular Surgeon may be assigned at times to manage workflow and volume.

The Ideal Candidate will Possess:

- Completion of a post-secondary diploma in Office Administration in combination with a completed Medical Clerk Certification course
- Minimum 1 year of experience in Office Administration or equivalent experience
- Demonstrated ability in booking appointments off of EPIC's recall lists
- Demonstrated ability working in Eventis OR booking tool
- Familiar with the Wait Time Strategy website
- A solid track record of maintaining privacy of patient information
- Strong communication skills with the ability to meet and deal with people in a pleasant, responsible and reassuring manner
- Ability to provide an excellent patient experience evidenced by well-developed verbal and written communication skills
- Demonstrated ability to work independently and interdependently as part of a cohesive team member
- Demonstrated ability to prioritize and manage workflow both proactively and reactively

Compensation:

Salary as per the CUPE Collective Agreement – \$21.84 to \$22.73 commensurate with experience

Operations:

Monday to Friday – Business Hours
Weekends & Holidays Off

Applications By:

February 13, 2019

Please apply to recruitment@ghc.on.ca

We thank all applicants, however only those under consideration will be contacted.

Interested applicants are asked to submit a **cover letter** and **resume** indicating their qualifications for the position by **February 13, 2019**. Those selected for interviews will be required to demonstrate their qualifications and required skills and abilities as outlined above. Group Health Centre is committed to an application and interview process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code/AODA. Applicants need to make any accommodation requests for the application or interview process known in advance by contacting the Human Resources Department at 705-759-5589.

***Please note the Group Health Centre is a Scent Sensitive Organization.**

www.ghc.on.ca