

Employment Opportunity – Full Time (1.0 FTE) Contract Medical Secretary

The London InterCommunity Health Center is looking for a **Medical Secretary** to join and support our care team dedicated to providing health services and programs to those who experience barriers to health and community resources. The Health Centre has two busy London clinics and we serve a vibrant community that includes immigrants and refugees, people living in poverty (*both housed and homeless*), seniors, youth, and those with complex and chronic health challenges - including mental health and addictions.

The Medical Secretary provides reception and secretarial services as well as program support for an interdisciplinary health care team. As an important first contact for the clients of the Health Centre, both in person and over the telephone, the position also involves a key public relations component.

This is a full time (*1.0 FTE*) 12 month contract position for 37.5 hours per week.

Qualifications

- Medical Office Assistant Diploma or three (3) years experience working in a busy medical environment;
- Experience using an electronic client/medical record (Nightingale on Demand an asset);
- Competency in Microsoft products (Word, Excel, PowerPoint, Outlook);
- Minimum one year experience answering a multi-line telephone system;
- Confidence in your ability to work professionally and purposefully with clients, colleagues and community members within a busy, multicultural setting;
- Ability to work with diverse communities with respect, sensitivity, creativity, innovation, cultural understanding, and non-judgement;
- Excellent written and oral communication skills, French and other language (Spanish, Arabic, ASL, etc.) skills are an asset;
- Exceptional and proven customer service and relation skills;
- Ability to attend work on a regular basis.

Qualified applicants are encouraged to apply for this position by forwarding a covering letter and resume by **Tuesday, January 14th, 2018 by 5:00 pm** to the attention of Greg Nash:

Mail: London InterCommunity Health Centre
659 Dundas Street
London, Ontario, N5W 2Z1

Email: jobposting@lihc.on.ca
Fax: (519) 642-1532

We thank all interested candidates; however only those selected for an interview will be contacted.

The Health Centre is committed to hiring staff that reflect the diversity of the clients and community that we serve.

To learn more about the Health Centre visit us online at www.lihc.on.ca, follow us on Twitter @HealthCentre or like us on Facebook – London InterCommunity Health Centre.