



JOB DESCRIPTION

Department: Administration
Job Title: Clinical Assistant

PURPOSE

The Clinical Assistant works as a member of an integrated team and plays a significant role in ensuring that clients/patients have a positive experience at the fast paced, high volume RW Large Memorial Hospital Clinic.

REPORTING STRUCTURE

Reports to the Clinic Manager

WORK LOCATION

RW Large Memorial Hospital
88 Waglisla Street
Bella Bella, B.C., V0T 1Z0

DUTIES AND RESPONSIBILITIES

- Maintains a computerized patient/client database
- Schedules and books patient/client appointments
- Prepares and confirms patient/client documentation
- Maintains patient/client filing system
- Reception
- Assembling medical instruments
- Billing
- Reviewing and updating the efficiency of policies and procedures
- Orientates new and relief team members on patient care and charts
- Maintains office, clinic, and Physician housing supplies
- Keeps Office, clinic and public work areas clean
- Processes incoming and outgoing mail



HAILIKA'AS HEILTSUK HEALTH CENTRE SOCIETY



QUALIFICATIONS

Knowledge, Skills and Abilities (KSAs)

- Medical Office Assistant Certification
- 2 Years Experience working in a Medical Office or Clinic
- Ability to keyboard 45 wpm
- Any combination of experience and education that provides the required knowledge and abilities.
- Experience working with Indigenous people and indigenous communities.
- Self motivated, can work with minimal supervision.
- Excellent interpersonal and communication skills.
- Provide a Criminal Record Check

WAGE

Hourly: \$27.10

To Apply:

Interested applicants can email or drop off cover letter and resume to:

1. **Email:** beatricea@heiltsukhealth.ca
Re: MOA Position
2. **In Person:**
Heiltsuk Health Centre Society
212 Wabalisa Street, Bella Bella, BC
Attention: Human Resources Manager, Beatrice Adjoury Re: MOA Position

Closing Date: The position will remain open until filled.