



mountain midwifery care

We are seeking an **Administrative Assistant:**

Job Details

Hamilton, ON

Wage commensurate with experience

Up to 37.5 hours per week

1 Vacancy

Permanent Full time

Start date: May 1/17

Job requirements

Languages – English, with additional languages an asset

Education – Secondary school graduation certificate/diploma minimum; prefer Medical/Office Administration Diploma

Experience – relevant Medical/Office experience

Information Technology

MS Excel, MS Word, Accuro EMR, BORN database

Specific Skills (may include any or all duties listed)

Clerical Duties/Administration

Oversee seamless operation of clinic;

Welcome clients on arrival, update appointment status, schedule and confirm appointments; answer phones, direct calls, relay messages, check and reply to voicemail; cancel and reschedule clinic as needed;

Type and proofread correspondence, forms and other documents;

Compile data, statistics and other information;

Open/distribute regular mail/emails and co-ordinate the flow of information;

Establish and update office procedures, protocols and routines;

Record and prepare agenda and minutes of meetings;

Liaise with staff, midwives, students, and pertinent organizations;

Research/inform clients and midwives of community resources/services;

Perform other tasks as determined.

Housekeeping/Clinic Cleaning and Inventory Management

Tidy and clean: reception area; bathroom, including sink and toilet; staff room, including sink, counter, dishes and fridges; clinic rooms, including sinks; and stock room; water plants;

Empty and replace bucket in reprocessing room; wash and reprocess medical devices after appropriate training;
Order/stock clinic with necessary office and clinical supplies and maintain inventory;
Clean and disinfect children's toys.

IT Management

Enter, update and ensure accuracy of client information in BORN and Accuro databases;
Navigate Accuro EMR as required for tasks such as faxing, printing, directing correspondence and incoming laboratory results.

This position may grow into roles in Finance and Management.

Security and Safety

Criminal record check

Work Environment

Fast-paced and fun

Personal Attributes

Compassionate; respectful; embraces diversity; flexible; collaborative; accurate; reliable; organized; able to multitask; client focused; team player with excellent oral and written communication.

How To Apply

By e-mail: tonya.macdonald@mountainmidwiferycare.com

Subject Line: Administrative Assistant

Attn: Tonya MacDonald

Application deadline

April 3/17