



**VACANCY**

<b>Date:</b>	August 12, 2010	<b>Position:</b>	Medical Office Assistant (Float Clerk)
<b>Status:</b>	Part-Time, Permanent (.5 EFT)	<b>Hours of Work:</b>	Monday – Friday (Hours TBD)
<b>Department:</b>	Primary Health	<b>Job Posting No.:</b>	2010-43
<b>Reports to:</b>	Team Leader Clerical Support	<b>Closing Date:</b>	August 20, 2010

**Position Description:**

Reporting to the Clerical Team Leader, the Medical Office Assistant is responsible for assisting the nurse and physician at the clinic. This includes; assisting with pelvic exams, preparing exam rooms, filing, intake and pregnancy tests. This position requires strict attention to confidentiality.

**Qualifications & Responsibilities:**

- Must be a graduate from a doctor's office or clinic assistant course/health unit assistant program or equivalent experience.
- Minimum of one (1) year experience working in a Medical Clerk role, preferably in a health care/clinical facility
- Assures all intake forms are completed with current and correct information (i.e. address, phone numbers and date of birth)
- Notes Manitoba Health numbers and Personal Health Information Number. If not available, requests it from Manitoba Health.
- Triage of client walk-ins, co-ordinates flow of clinic by assessing service required by client to be seen by physician, nurse or counsellor, and always communicates same to clinic co-coordinator.
- Assists Nurse with pregnancy testing.
- Able to work in a multi-disciplinary environment with respect, professionalism, co-operation, sensitivity and cultural awareness.
- Good interpersonal and communication skills
- Must have demonstrated acceptable attendance and job performance relevant to this position.
- Must be able to adhere to the requirements of the Respectful Workplace Policy
- All positions are subject to a Criminal Record and a Child Abuse Registry check in accordance with Mount Carmel Clinic Security Check policy.

Applicants may be required to undergo testing to determine their knowledge, skill and ability as they relate to the position.

**Please submit internal application form / Resume to:**

Human Resources  
886 Main Street  
Winnipeg, Manitoba R2W 5L4  
[employment@mountcarmel.ca](mailto:employment@mountcarmel.ca) (Please indicate the Job Posting No.: 2010-43 in the subject line)

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

**Mount Carmel Clinic is an Equal Opportunity Employer**