



**VACANCY – Under Review**

<b>Date:</b>	January 19, 2012	<b>Position:</b>	Medical Office Team Leader
<b>Status:</b>	Full-Time, Permanent	<b>Hours of Work:</b>	8:45am – 5pm, M-F
<b>Department:</b>	Primary Health	<b>Job Posting No.:</b>	2012-02
<b>Reports to:</b>	Director of Primary Health	<b>Closing Date:</b>	February 9, 2012
<b>Salary:</b>	Under Review		

**Position Description:**

Working within a population health and harm reduction framework, in a pro-choice environment, the Medical Office Team Leader is responsible for the supervision of clerical support staff within the Primary Health department, scheduling of nursing and medical support staff and general administrative support to the Primary Health administration.

**Qualifications:**

- Must be a graduate from a recognized Health Care Training program (for example; Medical Office Assistant, Health Care Aid or Unit Clerk).
- Extensive knowledge of medical terminology.
- 5 Years experience working within a health care setting is required.
- 2 Years supervisory experience.
- Experience scheduling staff shifts and working in a unionized environment.
- Experience with an EMR is an asset.
- Experience in understanding and developing organizational systems and processes.
- High proficiency in software programs related to medical records, client scheduling and Microsoft Office.
- Knowledge and understanding of issues affecting the health of inner city residents
- Demonstrated leadership skills, including conflict management skills and a commitment to quality improvement.
- Excellent interpersonal, organizational and communication skills (written & verbal) are essential
- Ability to work independently and within an inter-disciplinary team environment with respect, professionalism, co-operation, sensitivity and cultural awareness
- Knowledge and understanding of Aboriginal cultures and traditions
- 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 Checks Policy.

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

**Submit resume quoting Job Posting No.: 2012-02 in the subject line to:**

Human Resources  
Mount Carmel Clinic  
886 Main Street Winnipeg, MB R2W 5L4  
Fax # 582-4733  
[employment@mountcarmel.ca](mailto:employment@mountcarmel.ca)

**IMPORTANT:**

**To be properly considered for a position, both the posting number and job title to which you are applying, must appear in the subject line of your email.**

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

**Mount Carmel Clinic is an Employment Equity Employer**