



VACANCY - INTERNAL

Date:	December 1, 2011	Position:	Point of Access Clerk
Status:	Full Time, Permanent	Hours of Work:	Monday to Friday 9 am to 5:15pm
Department:	Primary Health	Job Posting No.:	2011-62
Reports to:	Clerical Team Leader	Closing Date:	December 8, 2011

Position Description:

Under the supervision of the Clerical Team Leader the Point of Access Clerk is responsible for providing client support through scheduling, reception/switchboard and records maintenance. The incumbent is required to communicate with a culturally and linguistically diverse population, both in person and over the telephone.

Duties & Responsibilities:

- Medical Office Assistant/ Physicians Assistant Certificate from a recognized post-secondary institution.
- Minimum two (2) years experience working as a medical office assistance
- Ability to work independently and within an inter-disciplinary team environment with respect, professionalism, co-operation, sensitivity and cultural awareness.
- Clerical and Scheduling support for physicians, nurses, specialists, and all other programs within Primary Health
- Receive, direct and relay telephone and fax messages
- Contact clients for follow-up appointments and makes referrals to specialists over the phone
- Respond to client/public inquires and directs clients/visitors to the appropriate departments
- Arranges travel for clients as necessary. i.e. calling taxis, ambulances etc.
- 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

Submit Internal Application w/ resume to:

Human Resources
Mount Carmel Clinic
886 Main Street Winnipeg, MB R2W 5L4
Fax # 582-6006
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