



Administrative Assistant

Organization Description

The Barrie & Community Family Health Team (BCFHT) is one of the largest FHT's in Ontario, offering leading-edge, comprehensive primary health care in the Barrie area. We serve the needs of 120,000 patients with participation from 67 family physicians and 40 interdisciplinary health care professionals. We envision a community where everyone can be a partner in care and wellness, where everyone has support to live a healthy life, and where everyone has access to the right care at the right time.

Position Description

Working out of our cognitive assessment clinic located at 121 Wellington Street W., the Administrative Assistant provides seamless support to our healthcare team and the patients and family members attending the clinic. Patients are referred to the clinic by their primary care provider. This is a part-time position working 3 days per week.

Primary Responsibilities

- Provide administrative support to all interdisciplinary health care professionals associated with the Cognitive Assessment Clinic and future Geriatric/Senior's Programs.
- Manage all program referrals for this team, including triaging referrals, scheduling appointments, communicating appointments to patients and families or caregivers, and coordinating schedules to accommodate appointment vacancies or urgent referrals
- To assist with the overall co-ordination of care for clinic patients and their families or caregivers
- Greet and direct patients and their families or caregivers in an efficient and professional manner

Education, Qualifications and Skills

- Certificate or diploma in Office Administration or Medical Secretary
- At least 2 years experience in a similar position within a healthcare environment
- Excellent interpersonal skills, with proven ability to work well in a team environment
- Demonstrated experience working with seniors
- Exceptional customer service, communications and organizational skills
- High degree of proficiency with Microsoft Office (Word/Excel/Outlook/PowerPoint)
- Strong knowledge of electronic medical records systems
- Ability to maintain information in confidence

How to Apply:

The BCFHT offers a competitive compensation package including group medical/dental benefits, retirement savings, ongoing learning & development opportunities and a quality work-life balance. Qualified applicants can forward their cover letter and resume, quoting job# AA-01-12 to careers@bcfht.ca by **Sunday February 12, 2012**. For more information on our team please visit our website at www.barriefht.ca/

The Barrie & Community Family Health Team supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal peoples and disabled persons. Personal information contained in applications will be used for recruitment purposes and collected as per the applicable privacy legislation. While we thank all applicants, only those contacted for an interview will be acknowledged.