

Medical Administrative Assistant

As part of Siloam Missions mandate to be a connecting point between the compassionate and less fortunate, you will be expected to facilitate volunteers whenever possible in the performance of your duties.

In general, the Medical Administrative Assistant duties will include, but are not limited to the following:

Key areas of responsibilities:

Administration

- Referrals/Tests – Provide needed follow through necessary for timely and consistent health care for each patron patient
- Billing – Ensure consistent and accurate billing to the province for health services
- Inventory – Manage and maintain appropriate levels all Health Centre medical and non-medical supplies
- Records - Daily maintenance of all files and records, ensuring accuracy, completeness and thoroughness, and provision of files and records allied health professionals as required

Health Delivery

- Patient intake – Create and oversee intake procedures which provide friendly and accurate intake of patrons. This initial step of patient care must be done in ways that provide dignity and care
- Charting and records – Ensure daily maintenance of all charts and related records, safeguarding accuracy, completeness and thoroughness, security and confidentiality. Provide needed access to physicians and other volunteer professionals
- Infection control – Create, maintain and enforce policies regarding infection control in all areas of the health centre
- Laboratory - Duties related to the collection and processing of laboratory samples will generally be performed by volunteer nurses and lab technicians. Packaging of samples with proper labelling and ensuring pick-up will continually be the responsibility of the Medical Administrative Assistant

Volunteer Management/Supervision of Practicum Students

- Scheduling: coordination and management of health centre volunteers as directed by health centre manager
- Assistance with training and supervision of practicum students when necessary

Other Qualifications

- Creative thinking and problem solving skills; superior communication skills
- Proficiency in Microsoft Office 2007 (Excel, Access, Word, PowerPoint)
- Keyboarding speed 50 WPM (words per minute) or more
- Medical Administrative Assistant training and experience is desirable

Additional Information:

- Full-time Monday-Friday, with occasional weekend and evening hours
- Reports to the Manager of the Health Centre
- Siloam is a Christian Humanitarian organization; discussion and agreement with Siloam Mission's Statement of Beliefs is part of the interview/acceptance process (<http://www.siloam.ca/about-us/beliefs-values/>)
- Salary and benefits are competitive in the non-profit sector

To Apply

Please send résumé and cover letter to:

Frank Ulrich

Human Resources Manager

Siloam Mission

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