



Primary Care and Community Health Administrative Assistant, Primary Care & Community Health

Salary: Range 9, \$74,880 to \$89,427 per year (\$38.40 - \$45.86 /hour)

Status: Full-time, Indeterminate

Competition #: 066-24 & 067-24

Closing Date: February 17, 2025

The Clinic Assistant provides clinic support, records management, client registration and administrative support to Clinic Services. The Clinic Assistant on any given day or week could be assigned to any of the three key areas of responsibility. For example one week the Clinic Assistant might be providing client registration and administrative services; the next perhaps working in records management and the following week providing clinic services. The incumbent must be proficient in all areas of responsibility, and no one area is more important than the other. The Clinic Assistant must be able to transition effortlessly between responsibility areas. The need to understand medical terminology is present in all responsibility areas.

Qualifications:

- The responsibility of this position requires the incumbent to have good interpersonal, time management and communication skills to be able to prioritize simultaneous work assignments in an environment where situations change rapidly.
- Sensitive to geographical/cultural needs of the regions and understand how community and culture impact on the delivery of the health care team.
- Ability to handle multiple tasks, meet deadlines while displaying a calm and appropriate manner
- Ability to remain organized and pay attention to detail in order to administer the multitude of activities to ensure clients are served in a respectful, confidential and timely manner, under the stressful day to day operations of the medical clinic
- Knowledge and ability of general office procedure and familiarity with electronic equipment.
- Experience in dictation transcription is essential.
- Ability to learn to accurately and efficiently perform clinic support services such as urinalysis testing
- Knowledge of confidentiality protocols and demonstrated ability to apply such
- An understanding of records management with knowledge of medical records and ability to learn and use an electronic medical record system
- Computer literate with an ability to use and/or learn a variety of software programs within a fast paced computerized environment.
- Ability to prioritize



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- Ability to accept and account for payments accurately
- Ability to comprehend and follow direction both in writing and verbally
- Ability to independently problem solve and implement a solution within the scope of their responsibility
- Proven knowledge of medical terminology

The level of knowledge most commonly preferred is three years clinical experience in a medical or health care setting. Knowledge in medical terminology plus basic computer skills is required. CPR and/or First Aid training is desirable.

In addition to an attractive salary, we offer a Northern Allowance of \$2.73 per hour up to \$5,332 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;
- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca or via Fax to (867) 874-8345