



Physician Administrative Coordinator

Salary: Range 10, \$34.03 to \$43.85 per hour

Status: Casual, no guarantee of hours

Competition #: CA24-028

Closing Date: Open

The purpose of the Physician Administrative Coordinator is to provide a full range of professional administrative support for the South Area Medical Director and physician staff in the Hay River Health and Social Services Authority (HRHSSA) in an accurate and timely manner to contribute to the effective operation of the Hay River Health and Social Services Authority (HRHSSA) and the Northwest Territories Health and Social Services Authority (NTHSSA) Medical Services. The position also supports the orientation of new physicians, locum physicians, and medical learners, scheduling, and completion of quarterly payroll documents, and is a link to physician recruitment services and the Offices of Medical Affairs and Credentialing (OMAC). The position is the first point of contact for physicians and medical learners in the HRHSSA.

Qualifications:

- The incumbent must have strong organizational skills and experience providing a high level of service, both to the employer and the public.
- They must be efficient in a variety of word processing, data collection, and spreadsheet and information exchange software programs and have the ability to communicate effectively both orally and in writing, using tact and diplomacy when dealing with colleagues and the public.
- Advanced organizational, communication, interpersonal skills, and knowledge of office and administrative procedures are essential.
- The incumbent must have the ability to problem solve, work independently, exercise initiative and judgement and make responsible decisions within their scope of assigned authority.
- The incumbent must have knowledge of the interrelationships within the department, government as a whole, and with external organizations and issues. This includes being sensitive to geographical and cultural differences.
- The incumbent will require experience working in a cross cultural environment.
- Must hold a valid class 5 drivers license.
- Advanced computer skills (word processing, spreadsheet, database, presentation, graphics and desktop publishing software), Internet use and research, and e-mail in order to prepare documents and communicate with the appropriate people.
- Excellent written and verbal communication skills to communicate effectively and efficiently.
- Excellent time management and organizational skills to be able to prioritize simultaneous work assignments in an environment where situations change rapidly.
- To work under pressure, handle multiple tasks, meet deadlines while displaying a calm and professional manner.
- To effectively prioritize and manage a workload based on competing demands and deadlines
- Multi-task a variety of on-going and ad hoc projects
- Maintain a high degree of confidentiality



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- To work independently with very little guidance and/or supervision
- To interact with staff at all levels in a fast paced environment while remaining flexible, proactive, resourceful and efficient with a high degree to professionalism and confidentiality.

The knowledge, skills and ability is usually acquired through the successful completion of a recognized 2 year diploma in administration or health services administration plus a minimum of 2 years of experience in an administrative position in a health care environment.

In addition to an attractive salary, we offer a Northern Allowance of \$2.42 per hour up to \$4,711 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.

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