

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting **Permanent Part-Time** opportunity as a **Clinic Secretary** exists in the Crossroads Clinic, reporting to the Executive Director.

## **Summary of Duties, but not limited to:**

- Receive patients and schedule appointments for Clinic Physicians and Nurse Practitioner.
- Maintain accurate, complete electronic patient demographics and charts
- Liaise with Health Records regarding chart requests
- Prepare charts for morning and afternoon clinics
- Track Clinic statistics
- Organize interpretation services

Perform various other clerical functions for Clinic such as but not limited to:

- Electronic Patient Registration/Booking System
- Patient Reception/Booking/Registration
- Places telephone calls to patients for booking of specialty clinics
- Patient Screening
- Chart Preparation
- Patients Health Records
- Logging and managing referrals

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

## **Qualifications/Skills:**

- Medical Secretary Diploma or equivalent experience is required.
- Experience working with a diverse patient population including refugees and newcomers to Canada.
- 3 years experience working in a doctor's office, preferably in a hospital or community health care setting
- The ability to speak one or more of the following languages is required (Spanish, Urdu, Arabic, Farsi, Hungarian, Amharic, Sudanese, Trigrinian, and Korean)
- Experience working with local or overseas high needs communities would be an asset.
- Strong MS Office application skills including Word, Excel and Outlook required
- Experience with computerized EMR is ideal
- Ability to work well under pressure and use good judgment in assessing difficult situations
- Ability to produce high quality work in accordance with Hospital standards
- Comprehensive knowledge of health care, organizational/office practices, procedures and standards
- Excellent verbal and written communications skills
- Excellent organizational and time management skills that would complement well developed

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interpersonal skills, including the ability to handle multiple duties

- Proven attendance record
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all.

**POSTING DATE: January 9, 2014**

Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with the position title in the subject line.

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*