



TSAWOUT FIRST NATION EMPLOYMENT OPPORTUNITY

POSITION:	Medical Office Assistant (MOA)
HOURS OF WORK:	Part-Time Position (0.8 FTE) 4 days/week
REPORTS TO:	Health Manager or designate

POSITION SUMMARY: Primary responsibility is to provide administrative support to Tsawout nurse practitioner and other Tsawout health staff. Support services include patient/client reception, transcription, photocopying, scanning documents into Mustimuhw, (electronic medical records system) and organizing all information (sent and received). The MOA will also liaise with VIHA, FNHA, Tseycum, and municipal, provincial, federal and governments, manage staff calendars (i.e., schedule appointments); prepare memos, letters and reports for signature; prepare travel vouchers and expense approval forms/invoices; assist with Non-Insured Health benefits program; meeting preparations; and maintain financial records, such as purchase orders and invoices.

ESSENTIAL RESPONSIBILITIES:

- Provide exceptional customer/client service support according to organizational mission statement.
- Coordinate patient care, i.e., schedule and follow-up with patient/client appointments (internal/external) and liaise between practitioner, patient and staff.
- Maintain electronic medical records via Mustimuhw to ensure patient records are accurate and up-to-date.
- Maintain strong positive relationship with practitioners, staff, VIHA, other First Nations, suppliers and community members/patients.
- Prepare exam rooms; select, set-up and maintain medical supplies and equipment for all exams/procedures and clean and sterilize materials and instruments following universal precautions.
- Maintain office and medical supplies inventories and replenish as necessary.
- Maintain clean and professional appearance at all times.
- Follow clinic guidelines and protocols and participate in updating or creating new ones.
- Share patient information with appropriate team members in order to provide a comprehensive patient care.
- Maintain patient privacy and confidentiality at all times.
- Promote healthy living to all clients, i.e., refer them to appropriate resources and provide patient education material.
- Assist in administering the Non-Insured Health Benefits Program and others programs, as required.
- Participate in staff development programs and promote team cohesiveness.
- Perform other related duties as required.

TRAINING, EDUCATION, EXPERIENCE

- Grade 12 and 2-3 years recent administrative experience in a similar role/environment.
- Office Administration Certificate, Certificate or Diploma in a Medical Office Assistant Program or an equivalent combination of education and experience, and/or willingness to pursue additional training.
- Excellent knowledge of proper form of business letters and business English.
- Knowledge of W'SANEC Nations and culture is an asset.
- Experience liaising with First Nations leadership and senior government officials is an asset.
- Experience in advanced keyboarding, word processing (i.e., MS Word) and other computer applications such as PowerPoint, Excel and internet, and basic bookkeeping skills or willingness to learn.

COMPLETE JOB DESCRIPTION AVAILABLE UPON REQUEST.

DEADLINE DATE: October 27, 2017 (4:00 pm)

Submit cover letter
and resume with 3 references to: Cathy Webster
Governance/HR Support Manager
Tsawout First Nation, 7728 Tetayut Rd., Saanichton, BC V8M 2E4

or send by fax or email to: fax: (250) 652-9114 or email cwebster@tsawout.ca

Preference may be given to qualified individuals of First Nations Ancestry.