



Barrie and Community Family Health Team

The **Barrie & Community Family Health Team (BCFHT)** is one of the largest family health teams in Ontario. We are comprised of Physicians, Registered Nurses, Nurse Practitioners, Dietitians, Pharmacists, Diabetes and Respiratory Educators, Mental Health Counsellors, Social Worker, Occupational Therapist and an Administrative team. Our Team is focused on improving access to comprehensive, patient-centered, team-based primary health care, which supports self-management, emphasizes health promotion and disease prevention, and enhances the management of individuals with chronic diseases through programs that are well linked with other local and community services.

Administrative Assistant Contract (to March 31, 2019) 37.5 hours per week

The Administrative Assistant provides seamless support to our healthcare team and the patients attending BCFHT programs. The Administrative Assistant works as part of a comprehensive team to provide excellent care to patients.

Primary Responsibilities

- Greet and direct patients in an efficient and professional manner
- Answer telephones and respond to patient inquiries
- Assist with the overall coordination of care for patients
- Schedule appointments and communicate appointment details to patients and staff
- Perform general administrative tasks such as ordering and stocking office supplies, word processing, filing and faxing documents

Education, Qualifications and Skills

- Certificate or diploma in Office Administration or other related post-secondary education
- A minimum of 2 years' experience in a similar position, preferably within a healthcare environment
- Exceptional customer service, communication and organizational skills
- Excellent interpersonal skills, with proven ability to work well in a team environment and with diverse individuals and groups
- Proven ability to multitask, prioritize tasks and adapt to rapidly changing situations
- Strong knowledge of electronic medical records systems (Accuro preferred)
- Proficient with Microsoft Office (Word/Excel/Outlook/PowerPoint)
- Ability to maintain information in confidence

How to Apply:

Qualified applicants are asked to forward their cover letter and resume to careers@bcfht.ca by **December 16, 2018**. For more information on our team please visit our website at www.barriefht.ca. We thank all applicants for their interest in BCFHT, however, only those applicants selected for an interview will be contacted.

The Barrie and Community Family Health Team supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal peoples and persons with a disability. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom of Information (F.O.I.) And Protection of Privacy Act, 1987.

*The Barrie and Community Family Health Team is committed to improving access and opportunities for individuals with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act. If you require a specific accommodation during the application, interview or recruitment stage, please contact our HR Coordinator by phone at 705-721-0370 ext. 2119, by fax at 705-725-4708 or by email at careers@bcfht.ca noting **Accessibility Inquiry** in the subject line, in order for appropriate accommodations to be made.*