

## Family Health Team

is currently seeking

### **Clinic Administrative Support**

to join our Family Health Team. Our mission is “**To provide leadership and excellence in comprehensive patient-centred primary care through education, research, innovation and care provision in a collaborative, sustainable, inter-professional environment**”.

Our team currently consists of twenty family physicians, nurse practitioners, nurse educators, registered practical nurses, health educators, social workers, family and marriage therapists, dietitians, clinical pharmacists and specialist physicians. We are associated with optometry and a chiropractor.

The Centre for Family Medicine’s academic Family Health Team is comprised of four sites and is an integral part of the University of Waterloo Integrated Health Building as well as the McMaster Waterloo Regional Medical Campus. We work in a fully computerized environment and encourage continued educational experiences.

The Clinic Administrative Support will have front line contact with patients, greet and check in patients for appointments, answer busy telephone lines and book appointments or triage appropriately, scan and label documents appropriately into patient electronic charts, collect and reconcile third party billing, complete medical forms and participate in other administrative tasks as required. This position will also provide direct clinic administrative support.

### **Qualifications and Experience:**

- Diploma in Health Office Administration from an accredited college an asset
- Minimum of one year of health office administrative experience within a medical facility
- Excellent organization and time management skills
- Excellent customer service skills
- Excellent computer skills including accuracy with typing
- Demonstrated ability to work collaboratively in a large team setting
- Experience with Electronic Medical Records an asset
- Ability to speak Arabic an asset

At the Centre for Family Medicine we strive to offer an exciting and caring work environment. If this position is of interest to you please send your letter of interest and your Curricula Vitae to:

Human Resources  
The Centre for Family Medicine FHT  
[HR@family-medicine.ca](mailto:HR@family-medicine.ca)

*The Centre for Family Medicine Family Health team is a respectful and inclusive workplace. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources at [hr@family-medicine.ca](mailto:hr@family-medicine.ca) for assistance.*