

August 3, 2022

Competition No

UPC 2022 08 03 CMOA

Position Title

Coordinator, Medical Office Assistants

Position Type

Permanent Full-Time

Closing Date

August 12, 2022

Wage Rate

Starting at \$24.48, depending on qualifications and experience

Hours per Week

40 hours/week—Typical weekday shifts are between 7:30 am-8:00 pm, and one weekend shift rotation of Saturday or Sunday 11:30 am-6:00 pm.

Location(s)

Penticton, BC

The Employer

A progressive, not for profit organization, OneSky has been serving the South Okanagan Similkameen for over five decades. Guided by our core belief that we're all in this together, living under a single sky, our goal is to create a way forward for everyone. We champion and support individuals to reach their full potential, work to remove barriers and support individuals through a diverse range of services. OneSky values diversity, accessibility, respect, accountability, integrity, and collaboration.

We provide a competitive salary, comprehensive health and wellness benefits, a great pension plan (Municipal Pension Plan) and a supportive, collaborative, and fun work environment. OneSky is a great place to work!

About the Urgent & Primary Care Centre

The Urgent & Primary Care Centre (UPCC) helps patients from some of our most vulnerable populations get the health and social services they need to improve their quality of life. This is an environment where primary care providers work collaboratively with mental health professionals and social workers to ensure patients have well-rounded medical and community support. A team of healthcare professionals including physicians, nurse practitioners, nurses and other allied health professionals will provide long term care to individuals with mental health and substance use needs. Additionally, individuals, families and seniors with health care needs can access everyday health care and get attached to a primary care provider if needed.

Nature of Position

The Coordinator supervises Medical Office Assistant (MOA) staff and participates in their recruitment, training, selection, and evaluation. They participate in the coordination of administrative and clerical work in a medical

office environment and performs a variety of administrative and MOA duties as required. The Coordinator, Medical Office Assistants contributes to the maintenance of quality medical services to clinic participants and makes recommendations for improvement as they arise. Responsibilities include:

- Clinic oversight and quality assurance
- Scheduling and operations
- MOA Staff supervision
- Recruitment and selection
- Client information management
- Other related duties, including MOA duties when needed

Qualifications

- Completion of a certificate or diploma program of up to one (1) year in business or office administration and/or MOA certification
- Three (3) years recent related experience, including one (1) year in a supervisory capacity
- Experience in a clinic setting with diverse practitioners/providers is desirable
- Experience working with vulnerable populations in health services is desirable

An equivalent combination of education, training and experience may be considered.

Knowledge, Skill, and Abilities

- Intermediate computer software skills including MS Word, Excel, Outlook
- Valid First Aid Certificate
- A commitment to the principles of person-centered service which respects the uniqueness, dignity, rights, and responsibilities of each individual
- A commitment to maintaining a quality service environment that provides individuals with respect and values their choices
- Ability to prioritize and manage time in a fast-paced environment
- Ability to work through conflict through a trauma-informed lens

Requirements

- Successful completion of a criminal record check

To Apply

Please note competition # **UPC 2022 08 03 CMOA** on your cover letter and submit with resume to resumes@oneskycommunity.com. You may also mail or drop off your resume to:

OneSky Resumes
330 Ellis Street
Penticton, BC V2A 4L7

OneSky Community Resources is an equity employer and encourages applications from members of equity seeking groups who may contribute to our further diversification.

We wish to thank all applicants for their interest; however only those selected for interviews will be contacted.