

Medical Administrative Assistant (Fluent in Korean)

Position Overview:

The Medical Administrative Assistant candidate will be fluent in Korean and English and acts as the initial point of contact for patients and the general public. He/she supports the health care providers within the Summerville Family Health Organization (SFHO) by answering phones, booking appointments and providing a wide range of administrative activities.

Duties & Responsibilities:

- Welcome patients, answer and triage phone calls as well as schedule patient visits as required;
- Respond to requests from the public, external collaborators and other contacts in an efficient and pleasant manner;
- Transcribe, compose, edit, upload, file and/or process medical correspondence and reports;
- Complete all appropriate requisitions and paperwork;
- Utilize clinical management information systems including booking and billing as well as report functions;
- Perform other administrative duties including photocopying, filing, faxing, printing, distributing mail, arranging for courier services;
- Liaise with other staff within SFHT to exchange information and procedures;
- Maintaining, monitoring and scheduling preventative care for all physicians;
- Handling all evening and weekend central site on-call clinics;
- Other duties as assigned.

Qualifications:

- Ability to communicate effectively in English and Korean;
- Medical Administration certificate plus experience in a primary health care environment;
- Excellent customer service skills;
- Advanced skills in clinical management software, MS Office and other relevant software applications;
- Understanding and ability to use medical terminology;
- Compassionate sensitivity to patient needs and confidentiality/privacy;
- Problem-solving skills, ability to use sound judgment;
- Interpersonal skills, diplomacy and discretion, excellent telephone manner;
- Excellent oral and written communication skills;
- Ability to manage multiple deadlines, prioritize and work well under tight timelines or changes in priorities;
- Organization and administration skills, accurate and detail oriented.

To apply for this position please send your cover letter and resume to summervillecareers@summervillefht.com

While the mask mandate has been lifted by the province, many health care organizations are keeping their masking requirements in order to protect their staff and their patients as long as COVID-19 continues to impact our community. Summerville Family Health Team members will continue to wear masks in our clinics and respectfully ask that patients and visitors do as well.

The Summerville Family Health Team is a respectful, caring and inclusive workplace, committed to Employment Equity. We welcome diversity in the workplace, and encourage applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities. We will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Applicants need to make their accommodation needs known when contacted.