



Location: Collingwood Ontario
Start Date: Immediate

Patient Services / Administration - Full time permanent

We are seeking an experienced administrator to join our Family Health Team. Our progressive, multi-disciplinary team is a key player within the South Georgian Bay region, proud of the solid relationships and history of collaboration with all our community partners. We work in a professional and collegial environment, use an up-to-date electronic medical records system (EMR), and offer many opportunities for ongoing training and professional development. The Georgian Bay Family Health Team (GBFHT) provides a host of primary care services including Lung Health, Diabetes, Healthy Aging, Nutrition Counselling, Mental Health Programs, Cardiovascular Rehabilitation and Ontario Telemedicine Network (OTN).

We are seeking an energetic person with excellent communication skills, both written and verbal, to provide general administrative support to our interdisciplinary health providers. In addition to performing reception duties and answering phone enquiries in our busy patient services department, you will administrate our Diabetes program. Specifically, as the point person for scheduling and data reporting, and various other duties as required. This role will also require the ability to evaluate EMR user requirements, make simple form changes in the EMR or online platform, and escalate these requests as needed. This requires a detail-oriented and analytical thinker who enjoys technical challenges.

Qualifications and Skills

- Minimum 5 years administration, and/or customer focused experience
- Certificate in Medical Office Administration or similar, an asset
- A professional telephone manner and excellent interpersonal skills
- Strong working knowledge of MS Word and Excel is required
- Experience with other Microsoft products; Teams, PowerPoint, etc. an asset
- EMR skills an asset
- Attention to detail
- A strong team player
- Excellent problem-solving skills

Availability

- Monday to Friday primarily 8am to 5pm, with one late evening (11am to 7pm), in rotation.

Résumés without a cover letter will not be considered. The interview process will include a test of written communication and technical skills. Please email to info@gbfht.ca by 4:30p.m. Friday April 28th, 2023.

Only those selected for interview will be contacted.