

CURRENT EMPLOYMENT OPPORTUNITY

Clinic/Administrative Assistant

Part-time (2-3 days/week), with the possibility of advancing to full-time

Salary: \$20.00/hour (+ 4% vacation pay)

Anticipated start date: August 23 or 30, 2021

The non-profit RECAP Clinic is seeking a clinic/administrative assistant to join our dynamic and close-knit harm reduction team. This position is very important to the clinic as it is the face and first point of contact for our patients. We are seeking someone who enjoys working with people from all walks of life and has the desire and ability to function well and be highly organized in a fast-paced, challenging environment.

Job Responsibilities

- Warmly greet patients upon arrival to the clinic.
- Maintain a calm and professional demeanor in all patient/public interactions.
- Filtering and prioritizing patient requests which need to be addressed by the clinic providers to ensure their resources are used effectively. This should be done in consultation with each provider to determine their priorities.
- Ensuring all avenues of communication are regularly checked (phone, fax and e-mail) and responded to in a timely fashion.
- Addressing questions and troubleshooting issues from patients and other community members.
- Manage, schedule and confirm scheduled appointments using the clinic's electronic medical record (MOIS).
- Ensure timely faxing of prescriptions, consultations, lab and diagnostic tests requested by clinical staff.
- Timely uploading of paper documents and entry of laboratory results to the appropriate patient's EMR.
- Maintain accurate, up-to-date charting on interactions with patients in their EMR.
- Witness urine drug screens for patients on opioid agonist therapy.
- Daily transport of laboratory specimens to the hospital for processing.
- Develop and maintain processes for ensuring that the clinic functions smoothly from an administrative perspective.
- Basic weekly and daily cleaning of the clinic (disinfecting surfaces, mopping/sweeping floors, taking out the garbage).

Qualifications

- High school diploma/GED, preferably with some demonstrated experience functioning in a fast-paced work or volunteer environment.
- Excellent computer/technical skills particularly with the Microsoft Office suite of programs (Word, Excel, Outlook) and electronic medical record systems.
- Experience, passion, and patience working with marginalized populations, particularly those with substance use disorders.
- Motivated self-starter with the ability to function independently and adapt to changes quickly and with a positive attitude.
- Strong critical thinking and organizational skills.
- Reliable mode of transportation.
- Good record of attendance in prior positions (work or volunteer).

Note: If you do not have some of the above qualification but feel a strong passion and commitment to working in harm reduction with marginalized populations, please apply.

Why RECAP?

- Small and team-based non-profit organization.
- Non-hierarchical workplace where everyone is encouraged and empowered to develop new ideas, to take leadership roles, help their fellow teammates and to constantly improve the care being delivered to our patients.
- Positive and fun work environment.
- A chance to learn how rewarding working in harm reduction can be!

HOW TO APPLY

Please submit your resume, including a cover letter explaining your reasons for wanting to work in harm reduction, to the clinic's Operations Director, Stefanie Materniak (stefaniematerniak@recapsj.ca) no later than Monday, August 2, 2021.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.