

## **JOB POSTING**

### **MEDICAL OFFICE ASSISTANT**

**Job Title:** MEDICAL OFFICE ASSISTANT

**Status:** Casual

**Location:** EFry Health Services Society, Surrey

**Schedule:** Monday – Friday, may include Saturdays depending on patient care needs

#### **ABOUT EFRY HEALTH SERVICES SOCIETY:**

The EFry Health Centre was established to provide marginalized women and children with continuous healthcare and essential support services, aiming to help them build stable and secure lives. Many of the center's patients live in severe poverty and face complex physical and mental health challenges that often go unaddressed due to limited access to healthcare beyond emergencies and inability to afford basic medications and treatments.

The health center offers a comprehensive and integrated approach to healthcare, tailored to the specific needs of vulnerable women and children. It provides holistic, gender-sensitive, trauma-informed, and culturally safe healthcare services, along with easy access to various programs, including shelter support, substance use recovery, job training, healthy child development, and more, all offered by EFry.

Patients at the EFry Health Centre experience care in a respectful and judgment-free environment, thanks to its collaborative team-based approach that ensures seamless and positive experiences.

To support marginalized women and children in building stable lives and a healthy future, the health center employs an innovative approach, offering team-based primary care, mental wellness support, medical exercise, physiotherapy, occupational therapy, nutrition, dentistry from UBC Faculty of Dentistry, and other healthcare services, all available under one roof. Additionally, patients seeking help in other aspects of stable living can access the programs and services provided by the Elizabeth Fry Society of Greater Vancouver (EFry) and connect with other community-based support systems.

**The EFry Health Services Society is currently seeking a Certified Medical Office Assistant (MOA).** The MOA provides administrative support to the assigned program by performing duties such as reception, registration, booking appointments and referrals, establishing and maintaining charts, specimen processing, ordering and maintaining supplies, maintaining database(s), maintenance of electronic client case load, word and data processing, setting up and maintaining the filing systems, processing mail/courier, chart requests, faxes, reports/records, invoicing, arranging meetings/special functions, and operating office equipment.

#### **QUALIFICATIONS:**

- Grade 12, plus completion of a Medical Office Assistant Diploma
- One year of recent related office/clerical experience or an equivalent combination of education training and experience.

**SKILLS AND ABILITIES:**

- Demonstrated ability to type 40 wpm.
- Knowledge of medical terminology.
- Ability to establish and maintain rapport with clients, referral sources and clinical teams.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to support others effectively.
- Demonstrated ability to exercise sound judgment.
- Demonstrated ability to organize work and establish workload priorities.
- Demonstrated ability to take initiative.
- Demonstrated ability to work independently and also in collaboration with others.
- Ability to operate related equipment and applicable computer software at a basic level, including Word, Excel, and Outlook.
- Working knowledge of general office practices and procedures and their application.
- Physical ability to perform the duties of the position.

EFry Health Centre is an equity-seeking organization. Applications are encouraged from qualified women, Indigenous, Black, People of Colour, LGBTQ2S+ individuals, people with disabilities and other marginalized groups.

Interested candidates must submit a cover letter and resume to [hr@EFryHealth.ca](mailto:hr@EFryHealth.ca). The position will remain open until filled.

To view all positions at the Elizabeth Fry Health Centre, please visit [www.EFryHealth.ca](http://www.EFryHealth.ca). A comprehensive job description will be provided to shortlisted candidates.

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