



Southwest Ontario
Aboriginal Health
Access Centre

Medical Administrative Assistant - Student

Status: Full-time, Contract (until September 1, 2023)
Location: Windsor
Hours: 35 hours/week; Monday – Friday from 8:30am-4:30pm
Wage: \$18.00/hour
Posting Date: May 19, 2023
Deadline: June 2, 2023

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, holistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. The Centre provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo Wellington and Erie St. Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. We are also mandated to build health care capacity within Indigenous communities. Currently, we are seeking the services of a **Medical Administrative Assistant Student** to join our interdisciplinary staff team at our **Windsor** site.

The **Medical Administrative Assistant Student** assists in providing a positive, welcoming environment for community members, visitors, individual clients, their families and staff as well as assisting with medical administration.

Requirements:

- Post-secondary diploma or courses in medical administration, bio/medical sciences, nursing, health care, health promotion or equivalent
- Must identify as Indigenous, First Nations, Inuit or Metis
- Experience working in an Indigenous community or with Indigenous families
- Knowledgeable about Western and Indigenous models of care an asset
- Excellent computer skills
- Experience in electronic medical records an asset
- Able to maintain confidential and sensitive information
- Attention to detail and accuracy
- Able to work in a fast-paced environment
- Must obtain current and clear police check
- Up-to-date immunizations and records
- Able to work will with minimal supervision

Responsibilities may include the following:

- Greeting and creating a warm and inviting reception for clients
- Update client data in Electronic Medical Records system
- Answer phones
- Schedule appointments
- Log incoming and outgoing mail
- Deliver effective client services
- Other tasks to support the staff team as assigned

This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.

Please Note: Individuals need to be Indigenous to apply for this role due to funding requirements.

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants. SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter and resume to:

Email: careers@soahac.on.ca

Subject line: **Medical Administrative Assistant - Student, Windsor**

Or mail to: **Human Resources
Southwest Ontario Aboriginal Health Access Centre
425 - 427 William Street
Windsor, ON N6B 3E1**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!*

We thank all those for applying but only those selected for an interview will be contacted.