



The **Sunset Country Family Health Team** is seeking to fill the following position with a highly motivated, team-orientated professional to shape and influence health outcomes for the Kenora community.

## **Administrative Assistant (1 Full Time Permanent)**

The Administrative Assistance provides support to the quality improvement team and the SCFHT programs. Duties will include but are not limited to:

- Program and Administrative Support
  - Record and circulate minutes for all SCFHT meetings, committees, and groups
  - Provide clerical support to program and administration teams as required
- Quality Improvement Support
  - Compile and facilitate monthly, quarterly, and annual program reporting
  - Collect and compile data as requested
  - Prepare and populate reporting templates as requested
  - Assist with surveys for programs and administrative data collection
  - Provides administrative support to the Quality Improvement Committee
  - Produce and distribute a quarterly program newsletter for the SCFHT Stakeholders.
- Software Power User and Trainer
  - Process New User Request Forms for the Electronic Medical Record (EMR) and coordinate all appropriate training and paperwork
  - Become a power user for the various electronic platforms the SCFHT utilizes
  - Provide staff and affiliates with training and support
  - Create and manage templates and custom forms
  - Assist with software troubleshooting
- Patient Communications
  - Contact patients regarding groups, programs, or events that may be beneficial based on their health needs
  - Schedule patient appointments as required
- Consistently perform day-to-day administrative functions and general office duties

The successful applicant will have the following qualifications/experience:

- Office Administration certificate or 5+ years' experience in an office administration role
- Intermediate to advanced knowledge in Microsoft Office Suites
- Excellent analytical and communication skills
- Attention to detail with a high level of accuracy
- Ability to maintain confidentiality
- Demonstrate excellence in customer/patient service
- The following are not required but would be an asset: basic medical terminology, experience with electronic medical records (EMR) software, experience with accounting software (i.e., Simply Accounting), and experience with SharePoint

The Sunset Country Family Health Team offers a competitive compensation package.

Annual Salary \$52,568

Group benefits & HOOPP pension

20 vacation days per year; 3 personal days per year

The deadline for applications is **Monday, February 6<sup>th</sup> 2023, at noon**

Those interested in this exciting and challenging career with the *Sunset Country Family Health Team* are invited to forward a cover letter with a detailed resume including references by email to:

**Hiring Committee**

**Email – [sevenden@scfht.ca](mailto:sevenden@scfht.ca)**

We thank all applicants for their interest. However, only those candidates being granted an interview will be contacted.