



The Shkagamik-Kwe Health Centre is currently accepting applications from interested, qualified individuals for the position of:

**ONE (1) FULL-TIME POSITION - MEDICAL SECRETARY**

**SHKAGAMIK-KWE HEALTH CENTRE**

Shkagamik-Kwe Health Centre (SKHC) is acting as the funding recipient for the approved Indigenous Interprofessional Primary Care Team (IIPCT) development and transition to a standalone entity the Sweet Grass Health Centre, which provides health care services to the Indigenous community including a wide range of programming services including traditional healing, primary care, health promotion, addictions counselling, mental wellness care, diabetes care, youth empowerment and many other programs. These are provided in a culturally safe manner to the urban aboriginal population living in the Cochrane, Kapuskasing and Hearst areas and partner First Nations of Taykwa Tagamou, Wahgoshig and Constance Lake.

All services are based on implementing best practices for community health care while prioritizing the incorporation of traditional teachings, cultural value systems and traditional healing methods of Aboriginal values emphasizing the connectedness of emotional, spiritual, physical and mental well-being. This unique approach is what makes SKHC and the new Sweet Grass Health Centre so important to the area's Aboriginal population. We provide these services and activities in a culturally safe environment that honours the teachings of our ancestral relations.

**POSITION SUMMARY**

The Medical Secretary shall act as the focal point of communication for the medical team, with confidentiality being the key issue at all times. The Medical Secretary will be responsible for providing a consistently high standard of secretarial and administrative support to the medical staff interact with other departments, patients, Nurse Practitioners, General Practitioners and specialists. Other responsibilities will include providing assistance in the organization of the overall workload and ensure the effective use of time and human resources to assist in the smooth running of the department. In undertaking the role of Medical Secretary, the post holder will be required to initiate their own tasks and prioritize work.

**QUALIFICATIONS**

- College diploma (medical secretary program or business college equivalent)
- Minimum 2 years medical experience in an administrative role.
- Experience with Health Screen, EMR or similar scheduling software preferred.
- Ability to communicate and work effectively on a multidisciplinary team.
- Excellent computer skills: Word, Excel, PowerPoint, Outlook, Calendar, Health Screen, etc.
- Familiarity with OHIP billing and experience with medical dictation (medical terminology) are assets.
- Strong knowledge of general office procedures involving expense reports, travel arrangements, budget management, and so on
- Ability to learn quickly and demonstrate knowledge of multiple software programs as needed.
- Typing and dicta-typing skills at a minimum of 40 words per minute
- Able to maintain filing systems and basic databases
- Professional, responsive, and positive work attitude is essential
- High level of sound and independent judgment, reasoning, and discretion
- Knowledge of Aboriginal culture, traditions and/or language considered an asset

**CONTRACT**

This is a full-time (35 hours/week) permanent position. The Shkagamik-Kwe Health Centre is committed to offering competitive salary packages, an incredible work environment and opportunities for career advancement.

**LOCATION**

Operating from Cochrane, Ontario with services delivery in our partner First Nation communities.

**HOW TO APPLY**

Shkagamik-Kwe Health Centre is an equal opportunity employer, however hiring preference will be given to qualified Aboriginal applicants. For further information, please visit our website at [www.skhc.ca](http://www.skhc.ca). Qualified candidates can apply via e-mail, mail, facsimile or in-person:

Shkagamik-Kwe Health Centre  
161 Applegrove Street  
Sudbury, Ontario P3C 1N2

**EMAIL:** [resume@skhc.ca](mailto:resume@skhc.ca)  
**CONFIDENTIAL FAX:** 705-675-6277

We thank all those who apply. Only those selected for further consideration will be contacted.  
As we promote employment equity, we encourage candidates to voluntarily self-identify if they are Aboriginal, and/or a member of a visible minority group.