



LOWER KOOTENAY BAND

3425 HWY 21/Old Community Rd, Creston, BC V0B1G2 PH: (250) 428-9834 / FAX: (250) 420-0357

JOB POSTING: Medical Office Assistant

CLASSIFICATION: Permanent

TERM: Full time (30 hours per week)

REPORTING TO: Health Director

LOCATION:

Located in the southeastern part of British Columbia, the Town of Creston has a unique blend of mountains, lakes, farms, orchards, and forested areas. This position will serve the members of Lower Kootenay Band (LKB) is an indigenous community that has a membership of 251 with 100 members living in community.

POSITION SUMMARY:

This position is responsible for providing direct administrative and operational support to the Health Professionals at the Lower Kootenay Band Health Centre. This position operates as a centralized knowledgeable resource for record management and document handling, reception, technology and systems support, event, and administrative coordination. This position oversees files and records; drafts variety of documents related to health initiatives and activities; ensures policies, standards, and guidelines are followed; assists with movement of health centre clients during clinics.

DUTIES AND RESPONSIBILITIES:

Telephone/Reception:

- Be the first point of contact for clients and Service Providers
- Greet clients and direct them to the appropriate staff, service, or office.
- Answer incoming phone calls tactfully and efficiently, direct calls to appropriate health centre staff.

Office Administration:

- Provide general clerical office support including filing, data entry, maintaining office equipment and supplies and generation of any communication to service providers and documents as needed.
- Scheduling client appointments and maintaining schedules.
- Assisting with completion of a variety of medical forms
- Filing daily office statistic forms
- Any other duties as needed.

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LKB Health Team Support

- Maintain a clean, sterilized, and organized workspace.
- Restock health centre supplies.
- Check immunization and stock fridge temperatures at beginning and end of workday.
- Provide support to nurse staff and service providers.
- Complete any FNHA reporting requirements.
- Compile cheque requisitions and provide to Health Director for approval.

Information Technology

- Provide systems support and troubleshooting computer systems as required.
- Data entry into Electronic Medical Records system – patient records, correspondence, and requisitions using medical terminology.
- Complete and maintain relevant, confidential records through LKB filing system to ensure easy retrieval of information and records.

POSITION QUALIFICATIONS:

- Knowledge of routine office practices and procedures, general office administrative skills
- Ability to work on computer programs –
- Word, Excel, PowerPoint, Internet and Outlook
- Knowledge of Ktunaxa Nation and appreciation of the culture and values of the Yaqan Nukiy people would be an asset.

REQUIREMENTS

- 2 years experience working in a medical office.
- Medical Office Assistant Certification or Equivalent
- Current Criminal Record Check
- Valid BC Drivers license
- **Must be fully vaccinated**

Please submit your cover letter and Resume to:

Rhonda Basil

Health Director

Email: healthdirector@lowerkootenay.com

Mail: 3425 Hwy 21, Creston BC V0B 1G2

Closing date: Open until filled.

Please note that only those selected for an interview will be contacted.

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