



Provincial Job Description

TITLE:
(493) Office Coordinator/Medical Specialty

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides coordination/administrative support for a department/program/facility. Supervises staff and ensures office procedures are maintained. Provides non-invasive/non-interpretative clinical procedures.

QUALIFICATIONS:

Grade 12. Medical Administrative/Clinical Assistant diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Intermediate keyboarding skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

Previous: Twenty-four (24) months previous clinical office experience to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Coordination / Supervision

- ◆ **Coordinates and organizes department workflow; schedules staff.**
- ◆ **Provides departmental coordination/supervision.**
- ◆ **Provides orientation and training for staff.**
- ◆ **Provides input into performance appraisals and performance reviews.**
- ◆ **Assists with interviews and hiring of new staff.**
- ◆ **Maintains employee files.**
- ◆ **Maintains and audits time sheets, makes corrections, submits to payroll.**

B. Clinical

- ◆ **Provides reception support in-person or on the phone (e.g., schedules/registers appointments, clients, physicians).**
- ◆ **Responds to patient inquiries and concerns.**
- ◆ **Cleans, sterilizes and stocks clinic and room/equipment for examinations.**
- ◆ **Performs non-invasive/non-interpretative clinical procedures (e.g., vision testing, vital signs, weight, glucose/hemoglobin testing, pregnancy tests, urinalysis, spirometry).**
- ◆ **Liaises with physician and specialists.**
- ◆ **Ensures health record-related duties are performed (e.g., assembles health records, provides filing/retrieval/retention services).**
- ◆ **Performs transcription (e.g., medical reports, physician dictation, minutes).**
- ◆ **Porters clients/patients.**
- ◆ **Makes travel arrangements for clients.**

C. General Office Duties

- ◆ **Performs clerical duties (e.g., data entry, filing, scanning, faxing, copying).**
- ◆ **Creates edits, formats and maintains documents (e.g., letters, memos, minutes, presentations, manuals, forms).**
- ◆ **Creates/maintains databases, inputs statistics and prepares reports.**
- ◆ **Maintains departmental filing system.**
- ◆ **Provides computer support services/technical assistance.**
- ◆ **Orders, receives, records and stores office supplies.**
- ◆ **Ensures maintenance of office equipment.**
- ◆ **Schedules meetings, books rooms and audiovisual equipment.**
- ◆ **Maintains a petty cash account.**
- ◆ **Coordinates program/workshop activities.**
- ◆ **Performs physician billing.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2024