



Bilingual Medical Office Assistant (MOA)

Government of Yukon -> Health & Social Services – Bilingual Health Centre (BHC)

Location: Whitehorse, YT

Requisition: #41417

Salary: \$59,557 - \$68,872 per annum

Closing date: June 30, 2023

This competition is open to all candidates who meet the above noted Admissibility. A hiring preference will apply for qualified candidates of Canadian Indigenous ancestry, with a priority for qualified Yukon First Nation candidates. This initiative is in support of Yukon government's goal for a representative public service.

For more information on the hiring preference, visit www.yukon.ca/hiring-preference.

This competition is restricted to Bilingual persons fluent in French and English.

This is to staff a permanent, full-time position, working 75 hours bi-weekly.

This is an until-filled competition. Candidates are encouraged not to delay submitting their application as this posting can close at any time with 24-hours posted notice. Resumes will be screened at regular intervals until the position is filled or the competition closes, whichever is earliest.

This position functions in a collaborative practice model as part of an interdisciplinary team providing comprehensive primary health care services to Centre de Santé Constellation Health Centre (CSCHC) clients/patients, including people living in Whitehorse who speak French and/or English.

Reporting to the Clinic Manager, this position involves providing program, administrative/reception and medical office assistant services to ensure effective and efficient support for services, activities, staff and clients/patients of the BHC.

To be successful in this role, the ideal candidate will have experience providing support to clinic health professionals and clinic clients/patients, while contributing to an environment that is inclusive, non-discriminatory, and physically, psychologically and culturally safe.

For more information about this position, please contact Manager, Constellation Health Centre, Health and Social Services, at (867) 336-1353 or Melissa.Laluk@yukon.ca. Please note that we will not accept any resumes via email.

For information on the recruitment process, contact Jaime Strachan, Human Resources Consultant, at jaimestrachan@yukon.ca. Please note that we will not accept any resumes via email.

Note: English is the administrative language of work in the Government of Yukon; therefore,

your resume must be submitted in English.

Essential Qualifications:

Please submit your resume clearly demonstrating how you meet each of the following qualifications. Please note, selection for further consideration will be based solely on the information you provide in your resume.

- Experience working in a medical office environment providing administrative support services, including scheduling, word processing, and drafting, reviewing and formatting documents and spreadsheets.
- Experience using electronic health record systems such as Panorama and/or Meditech, including searching and adding patient records.
- Experience in transcription/data entry of clinical information is an asset.
- Formal educational as an administrative medical assistant is an asset.

Candidates who have education, training and/or experience equivalent to the essential qualifications listed above may be equally considered.

Knowledge, Skills and Suitability:

Candidates should have and may be assessed on:

- Ability to operate within a transdisciplinary environment
- Oral and written communication skills
- Organizational skills
- Critical thinking, relationship-building and conflict management skills
- Experience working with a diverse population
- Knowledge of the Yukon government's *Putting People First* report is an asset
- In addition to the above, candidates will be assessed on their French and English language proficiency.

Additional Information

This is an imperative designated bilingual position. A condition of employment is that you have and maintain a sound knowledge and command of English and French, and that you be able and willing to function satisfactorily in both languages. An underfill appointment may be considered if the successful candidate does not achieve the language proficiency required for the position.

Conditions of Employment:

- TB screening
- Vulnerable Sector RCMP security clearance
- Valid CPR BLS, and WHMIS 2015, within one month of hire
- Valid Driver's Licence
- Have and maintain a sound knowledge and command of English and French, be able and willing to function satisfactorily in both languages and successfully pass the language proficiency level required for the position.

Job Requirements:

- May be required to participate in an after-hours schedule to support clinic services outside of regular business hours.

Learn more about us!

To learn more about why the Yukon government is recognized as one of Canada's Top 100 Employers, please visit [Canada's Top 100 Employers since 2014!](#)

To learn more about what the Yukon has to offer, check out these links: [Yukon Life](#) and [Travel Yukon](#)

How to Apply

To apply for the position of Bilingual Medical Office Assistant (MOA), and for full details on the requirements of the role, please visit: <https://yukon.ca/en/employment>.

"Committed to Employment Equity"
