



JOB POSTING # 2017-415

**MEDICAL ASSISTANT
CASUAL**

START DATE: Date of Hire

HOURS OF WORK: Casual – will include days, evenings and weekends

STARTING SALARY: \$17.107 per hour

PLEASE SUBMIT RESUME BY FRIDAY, JUNE 9, 2017 TO:

Amanda Harris, Manager of Health Services, Klinik Community Health

870 Portage Ave, Winnipeg, MB R3G 0P1 Fax 772-7998 / e-mail: aharris@klinik.mb.ca

QUALIFICATIONS:

- Successful graduate of approved Health Care Aide training program
- Minimum secondary education.
- Minimum two years clinical work experience in a related health setting.
- Excellent organizational skills.
- Demonstrated ability to follow directions and work as a member of a team.
- CPR and First Aid or willing to acquire.
- Enjoy working with the public.

RESPONSIBILITIES:

Services to Client/Staff/Community

- Assists practitioners with medical procedures.
- Responds to practitioner orders and requests.
- Escorts patients, triages, monitors client flow, etc..
- Tracks client callbacks.
- Makes referrals, books diagnostic tests and informs client.
- Provides instructions and/or education according to care plans in a chart and charts the above.
- Responds to clients, on a prioritized basis, for information, test results and health education.
- Provides pregnancy counselling and appropriate referrals and follow up.
- Responds to non-client requests for pregnancy tests according to Klinik procedures.
- Provides backup for client assessment and appointment booking.
- Charts appropriately according to Klinik Policies.
- Ensures exam rooms are stocked appropriately and in a timely manner.
- Ensures exam rooms are ready for next client.

- Transports charts, specimens, etc. to appropriate place.
- Ensures equipment/supplies are ready and available for special procedures, i.e., Doppler, IUCD tray etc.
- Ensures cleaning of all equipment.
- Clerical support to practitioners such as faxing, follow up phone calls and organizing appointments.
- Orders medical equipment and supplies, including laundry.
- Knowledge of Klinik's emergency procedures.
- Provides services to speciality clinics.
- Communicates effectively with all health team members.
- Completes requisitions, prepares specimens and completes laboratory log.

Other

- Participates in training courses and in services offered elsewhere and by Klinik in order to maintain and improve quality of service,
- Attends staff meetings as required.
- Works in conjunction with all Klinik staff and external agencies as is necessary to ensure a collaborative approach to meeting health care needs.
- Participates in program planning, evaluation and quality monitoring including completing daily statistics.
- Participates in formal self-evaluations by identifying strengths and limitations
- Seeks appropriate supervision/consultation of own actions
- Adheres to all agency policies, protocols and promotes best practice.
- Performs other duties and functions related to their job description not exceeding above stated skills and capacities

**Klinik is a pro-choice community health centre
and supports the principles of diversity, inclusion and cultural awareness**

Thank you for your interest. Only candidates selected for an interview will be contacted.