Invites applications for the following position(s):

COMPETITION NUMBER: 776
C.U.P.E. Local 3338 – Temporary Position
MEDICAL OFFICE ASSISTANT, GRADE 7
HEALTH AND COUNSELLING SERVICES – HEALTH
POSITION NUMBER: 119329

POSITION OUTLINE:
Provides support services to clinical staff in Health and Counselling Services as a member of the Medical Office Assistant (MOA) team. Ensures that the front-line operation of Health and Counselling Services is maintained at a high level of effectiveness and efficiency, and assists with the provision of health and counselling services for patients and clients. Performs other duties and responsibilities consistent with the job description and classification on request.

QUALIFICATIONS:
- **High school graduation and one year of post-secondary education or formal equivalent (e.g., Medical Office Assistant Program) which includes word processing, electronic health record system training, database and spreadsheet courses.
- **Medical Office Assistant Certificate.
- **2 years of related experience.
- 50 wpm keyboarding skills with a high degree of accuracy.
- Good knowledge of medical office practices, methods, paper charts, and electronic health record maintenance, diagnostic and fee codes, and human anatomy, medical, and pharmacology terminology.
- Good knowledge of standard medical diagnostic and treatment equipment and instruments, including sterilization methods and practices.
- Good knowledge of initial screening and prioritizing urgency of patient/client care.
- Good knowledge of infection control (e.g., cleaning equipment, cleaning exam rooms between use, good hand washing technique, etc.).
- Good knowledge of standard patient charting methods.
- Good knowledge of current Medical Services Plan (MSP) billing codes and procedures and Worker’s Compensation Board (WCB) guidelines.
- Excellent customer relations skills.
- Excellent organizational skills.
- Excellent interpersonal and communication (oral and written) skills.
- Good analytical reasoning skills.
- Ability to use word processing and database applications, electronic health record systems (e.g., scheduling, clinical, and billing components such as Intrahealth’s Profile System) and Excelleris and Medinet electronic results systems, at an intermediate level.
- Ability to perform routine medical procedures (i.e., taking vital signs, urinalysis, ECGs, urine pregnancy testing, dressing changes, and peak flow meter testing).
- Ability to work independently and within a team environment.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to record and transcribe minutes of meetings.
- Ability to exercise mature judgment and initiative.
- Ability to handle sensitive and confidential information with discretion.
- Ability to work effectively and efficiently in a fast paced busy health clinic.
- Ability to assist another person and/or use aids to assist with lifting, moving, or carrying equipment and/or patients up to 25 kg, following basic occupational safety standards and guidelines.
- Ability to provide coverage at other HCS sites (SFU Vancouver, SFU Surrey, SFU Burnaby).
- Ability to work flexible shifts.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.
HOURLY SALARY: $22.84
START DATE: ASAP
POSITION END DATE: January 1, 2019

A detailed resume and cover letter quoting Competition #776 must be received in our office by **4:30 pm on January 8, 2018**, addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)