

Medical Office Assistant

Saskatoon Sexual Health's vision is a society where sexual and reproductive health and rights are celebrated and accessible to all. We provide sexual and reproductive health services in Saskatoon and area with an emphasis on safe, inclusive, empowering clinical care and education. We work with diverse communities to promote healthy and informed sexualities.

Our office environment is cooperative, friendly, and respectful. We value collaboration and equality.

Duties and Responsibilities

- Utilize best-practices and evidence informed approaches for clinical care
- Provide urine and blood collection and processing
- Perform pregnancy tests and HIV point of care tests
- Clean clinical supplies
- Process and record test results as deemed necessary and appropriate by R.N. and physicians
- Prepare and clinical examination rooms
- Assist R.N. and physicians with medical exams as deemed necessary and appropriate
- Other duties as assigned

Qualifications and Skills

- This position requires Medical Office Assistant and Phlebotomist certification
- Valid Transportation of Dangerous Good certification
- 1-2 years of experience working in a clinical environment
- Experience in the field of sexual/reproductive health and community health is an asset
- Strong oral and written communication skills
- Ability to work with diverse communities (i.e. LGBTQ, ethnocultural minorities, newcomers, people with disabilities, and Indigenous communities)
- Exceptional organizational and time management skills (i.e. multitasking, prioritizing, managing workload, and ensuring deadlines are met)
- Experience with basic computer skills and programs (i.e. Microsoft Office and Google)

Working Conditions

- MOA will dispose of medical waste in accordance with safety regulations
- Work in a busy office environment; all employees are expected to be present in the office during working hours and contribute to answering phones, greeting clients, and supporting reception
- Must able to handle disruptions, time constraints, and multi-tasking
- Light physical duties may be required dependent upon ability of Office Manager

Expectations

- This position is 3 hours/week, Wednesday evenings, with the possibility of additional hours.

Interested Applicants

- We value the contributions of people from equity-seeking groups bring to our organization. We encourage applications from people with disabilities, Indigenous people, people of colour, newcomers, the LGBTQ2S community or another equity-seeking group with which you identify. If you wish to identify as belonging to an equity-seeking group(s), please feel free to indicate so in your cover letter.
- Please combine your resume, cover letter stating how you meet the required qualifications, and three references into one pdf document with the file name: **firstname_lastname_MOA.pdf** and send it by email to director@saskatoonsh.ca. Please use this subject line for your email to us **MOA Application**. Applications close at 4 pm on **Thursday, May 24, 2018**.