



JOB POSTING #2024-087

Internal / External Posting

Union: CUPE F

Posting Date: November 28, 2024

Posting closed: December 11, 2024

Salary Range: \$18.818 to \$21.814/hour

Opportunity: Medical Assistant –Health Services

Site/Base Location: Women's Health Clinic Graham

Hours: 0.90 FTE / 36 hours per week

TERM: to start as soon as possible till October 31, 2025

Anticipated Shifts: Days, Evenings, Saturdays

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through an anti-racist, anti-oppressive, intersectional, feminist, harm reduction lens.

Position Summary:

To provide program and client service support functions in accordance with WHC policies and procedures to maintain consistent and high-quality programs and services. Hours of work may include day, evening, weekend and on call hours.

Requirements:

The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment.

Candidates must have:

- Completion of high school or equivalent program of studies
- Satisfactory Criminal Record check and Child Abuse Registry check
- Must be legally eligible to work in Canada

Assets:

- Experience as a Receptionist and/or Medical Assistant
- Experience working in an intake role
- Experience in customer service, community host
- Special education/training in community related issues
- Proficiency in both official languages or other language
- Experience using Accuro EMR
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Commitment to anti-oppressive and anti-racist work practices

APPLICATION PROCESS:

- **MUST INCLUDE Reference Job Posting #2024-087 in email subject line.**
- Email cover letter & resume (pdf or word document) to WHChr@womenshealthclinic.org

For a full position description go to: <https://womenshealthclinic.org/careers>

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ* community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

We thank all applicants for their interest; however, we will only contact candidates we wish to interview.

**We use an inclusive definition of "women" and welcome Two-Spirit, genderqueer, trans and non-binary people to Women's Health Clinic. For more information on our programs and who we serve, visit www.womenshealthclinic.org/whoweserve.*