

Position Title: School Medical Office Assistant (Temporary Full Time – 10 Months)
Department: Health Services
Immediate Supervisor: School Head Nurse

Nature and Scope

Brentwood College School is a co-educational university preparatory school with approximately 550 students, the majority of them boarders. The mandate of the Health Centre is to provide the health care needs of the School's students and supporting the health and wellness of active young people in a co-ed boarding environment. The School Medical Office Assistant, under the direction of the School Head Nurse, will primarily be responsible for scheduling and confirming student appointments / tests / follow-ups and managing nurse schedules. This role also manages simple wounds as required and shares information collected from patients with the appropriate medical team members. The Medical Office Assistant must be able to work both independently and as part of a team of other health professionals and have a working knowledge of medical terminology.

Major Responsibilities

- Greet and direct students to appropriate medical resources and / or services;
- Answer external and internal phone calls and transfer calls to the appropriate contact;
- Handle all correspondence, including: telephone, email, fax and mail;
- Provide administrative support and perform clerical duties;
- Liaise with and arrange appointments / tests / follow-ups for students with the school physician and other health professionals as necessary and manage nurse schedules;
- Measure and document vital signs on each patient;
- Update and maintain electronic medical system;
- Analyze data and relevant information to: compose reports, compile statistics, prepare letters, memos and agendas;
- Maintain medical records accurately and confidentially;
- Share information collected from patients with the appropriate medical team members;
- Manage simple wounds as required;
- Clean and sterilize materials and instruments;
- Prepare examination rooms with the necessary medical supplies and equipment;
- Monitor inventory of medical supplies and materials and order as required;
- Arrange for medical materials to be properly cleaned or disposed of;
- Responsible for the organization and cleanliness of the Health Centre;
- Transport students to scheduled appointments when needed;
- Make recommendations for policy and / or procedure improvements;
- Participate in meetings as requested;
- Assumes other related duties as assigned.

Education / Experience

- Medical Office Assistant Diploma required;
- At least (one) year of related experience in a health care setting;
- First Aid Level 1 an asset;



Knowledge / Skills

- High degree of resourcefulness, flexibility, and adaptability;
- Demonstrated ability to handle emergency situations in a prompt, precise, and professional manner;
- Demonstrated ability to assist patients, family members or other clients with sensitivity and empathy;
- Excellent interpersonal skills;
- Clear, concise and timely communication ability both verbally and in writing;
- Ability to maintain confidentiality and use tact and discretion in the performance of duties;
- Working knowledge of medical terminology;
- Proficient in use of computers and other office equipment;
- Excellent organizational and problem solving skills; careful, orderly and detail-oriented in approach;
- Strong knowledge of general office procedures involving procurement, travel arrangements, reports, and so on;
- Able to maintain filing systems and basic databases;
- Meticulous records maintenance skills;
- Able to manage time efficiently and prioritize multiple tasks;
- Superior telephone manners and strong interpersonal skills;
- Cultural sensitivity and non-judgmental perspective;
- Strong customer service orientation.

Relationships

Internal - All Students and Staff (faculty and non-teaching), School Head Nurse, up to and including Senior Management Team, Health Services Team.

External - Other schools' staff, other health care professionals, School Doctor

Working Conditions

- Located in a modern campus complex on the shores of beautiful Mill Bay;
- Work normally requires a moderate level of manual dexterity for keyboarding;
- Work normally requires a high level of mental effort in assessing, problem-solving, reading, organizing, creating written documentation, communication, and handling repetitive tasks amid distractions and interruptions. Responding to emergent and critical situations contribute to mental effort;
- May be exposed to infectious waste, diseases, conditions, etc.;
- Successful completion of a Criminal Record Check, for working with children, is a condition of Employment;
- Lifting or moving up to 30 lbs may be required;
- Works in a fast-paced environment in a busy clinic setting on campus;
- Because of the 24/7 nature of a boarding school, flexibility in work hours is required, including occasional additional hours subject to the School's operational needs;
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources, no later than **at 5pm on Wednesday September 16th, 2020.**

Fax (250) 743-8446 | hr@brentwood.bc.ca | www.brentwood.bc.ca

We thank all applicants for their interest in this opportunity