



Medical Secretary, Forensic Psychiatry Program - 1 position	Posting #: 53609
Forensic Psychiatry Program	Posting Date: August 01, 2024
Southwest Centre for Forensic Mental Health Care - St. Thomas, ON	Submission Deadline: August 07, 2024
Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

Temporary employment anticipated to extend until February 7, 2025, subject to the availability of work.

An excellent opportunity exists for an innovative and collaborative professional to provide medical secretarial support to the Forensic Program at the Southwest Centre for Forensic Mental Health Care. This role supports the administrative, research, clinical and educational activities of the physician and physician staff and facilitates the smooth operation of the office/clinical team. The main responsibilities are to maintain and book appointments, organize and maintain office activities, coordinate hearings/conferences and liaise with the Ontario Review Board. Responsibilities also include handling program referrals, OHIP billing, and working seamlessly and collaboratively with the administrative and clinical staff of the Forensic program. This position will also work collaboratively with and provide coverage for other Medical Secretaries to support goals and outcomes of the program.

Essential Qualifications

- Secondary (High) School Diploma
- Medical Office Administration Diploma
- 2-3 years administrative experience, preferably in a Hospital or University environment
- Demonstrated intermediate computer skills for software applications in Microsoft Office, Word, Excel, PowerPoint, Adobe Acrobat/Reader
- Minimum 35 wpm typing speed
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Experience with Acuity STAR database
- Good working knowledge of Cerner and Outlook
- Good working knowledge of Google products (Gmail, calendar)
- Familiarity with electronic medical record systems
- High level of initiative and self-direction required with proven problem solving abilities
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Attention to detail and high level of accuracy in work
- Strong interpersonal and communication skills with a demonstrated patient/customer service focus, including conflict management
- Excellent written and oral communication skills, and a pleasant telephone manner
- Ability to work independently and within a team
- Demonstrated willingness and ability to acquire new knowledge and skills in a changing clinical and educational environment
- Demonstrates a professional and positive and professional attitude toward supporting internal and external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Preferred Qualification
- Proficiency in French would be an asset
- Experience managing Physician schedules an asset

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*