

**Foundry Victoria/Victoria Youth Clinic**

**Title:** Administrative Assistant/Medical Office Assistant

**Job Summary**

The Victoria Youth Clinic Society, lead agency for Foundry Victoria is seeking a full-time Administrative Assistant/Medical Office Assistant.

In accordance with a patient, client and family centered model of care and, in accordance with the Mission, Vision and Values and strategic directions of the Victoria Youth Clinic Society and Foundry BC, this position promotes a safe, respectful, and civil working environment for patients, families, visitors and staff. Foundry Victoria comprises a partnership including the Victoria Youth Clinic Society, Island Health and the Ministry of Children and Family Development providing Mental Health, Substance Use, Primary Care, Peer Support and Social Services.

Reporting to the Executive Director, and/or Operations Manager, and/or under the work direction of Clinical Coordinator and/ or Office Manager, the Assistant performs a variety of administrative functions in support of the Foundry mandate and Youth Clinic operations. Provides administrative support utilizing computerized word processing, database, spreadsheet and an Electronic Medical Record system to produce confidential correspondence and other communications, to input and organize data, display results and prepare overheads. Processes and disseminates information including medical-legal, labor relations, and disciplinary correspondence. Works with members of Leadership team to ensure coverage in designated areas and to assist with priority organizational projects.

**Key Duties and Responsibilities**

To perform the job successfully the Administrative Assistant must be able to perform consistently each essential duty satisfactorily.

1. Sets up systems, develops, organizes and maintains the day-to-day operations of the Leadership office. Ensures that documents / emails/ phone calls that require action are actioned, and mail in and out of the office is processed accordingly.
2. Assists the Leadership Team in confidential Human Resources processes such as setting up and coordinating team interviews of candidates for a variety of positions, and preparing confidential documents regarding operations.
3. Utilizes Microsoft Office for various reasons including but not limited to, data collection, organization and/or presentation, meeting minute record keeping and distribution as well other systems pertaining to the work flow
4. Manages day-to-day confidential correspondence, including mail, e-mail and voice-mail for the Leadership team.
5. Schedules and prioritizes meetings and appointments and/or seminars, prepares and distributes agendas, books meeting rooms and arranges catering and any media services required, records minutes, ensures that all handout materials and other supplies are available; takes follow up action as designated. Sets up equipment as required and finalizes minutes.
6. Processes all cheque requests and invoices for program expenses, some bookkeeping where needed. Management of timesheets and Pay pools
7. Supports program specific project teams and creates statistical reports and/or supporting documents.
8. Performs other related duties as assigned.

**Qualifications**

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily.

**Education and/or Experience**

High School Diploma or equivalent, Medical Office Assistant Certificate, Business Diploma or combination of education and three (3) years’ relevant work experience.

**Other Skills and Abilities**

* Ability to handle multiple complex and competing priorities.
* Effective interpersonal skills and ability to maintain harmonious working relationships with others.
* Ability to keyboard at 60 WPM.
* Ability to take and transcribe minutes of meetings.
* Intermediate to advanced skills using a variety of computerized software packages such as Microsoft Office, Outlook/MS Exchange & Schedule +, Internet and other Windows software packages such as Microsoft Word, Excel and PowerPoint.
* Working knowledge of basic bookkeeping/accounting procedures and concepts.
* Medical terminology, medical office experience an asset but not required.
* Demonstrated ability in dealing with a variety of situations and responsibilities requiring initiative, creativity and professional judgment.
* Demonstrated ability to communicate effectively, both orally and in writing
* Demonstrated ability to establish workload priorities.
* Demonstrated ability to adjust schedule to deal with unexpected situations.
* Demonstrated ability to work independently and collaboratively as a member of a multidisciplinary team.
* Physical ability to perform the duties of the position.

Other Job Requirements

* Successful applicants will be required to complete a Criminal Records check.

Diversity

The Victoria Youth Clinic Society welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.

Compensation

Competitive salary and benefit package.

Please send cover letter and CV to Melanie Winter, Operations Manager of Foundry Victoria ([mwinter@foundryvictoria.ca](mailto:mwinter@foundryvictoria.ca)) by May 10, 2020. Please no phone calls.

Only those selected applicants scheduled for interviews will be contacted.