

# Rugged Shores Family Health



60 Bowes Street, Suite 101  
Parry Sound, Ontario P2A 2L3

Busy, family medical practice looking for mature, reliable and motivated individuals to join our growing team. Experience working in an office or clinic setting an asset, but not required. We are willing to train the right individuals and professional growth opportunities are available within the organization. We are looking to fill the following positions:

## **Medical Assistant (Full-time, Permanent)**

### Job duties include:

- Assisting Health Care Providers with rooming patients and checking vitals
- Updating electronic medical records, as required (PS Suites)
- Booking patient appointments in the treatment room
- Assisting with clinic scheduling
- Medical supply and sharps management
- Clinical equipment maintenance (charging, changing batteries etc.)
- Ensuring clinical space remains clean, organized and stocked with required supplies/equipment

## **Medical Receptionist (Full-time, Permanent)**

### Job duties include:

- Provide clerical support to the Physicians and Allied Health Professionals
- Greet patients, answer/direct telephone calls
- Manage appointment schedules
- Scan and file patient documents using electronic medical record system
- Exercise patient confidentiality
- Other duties as assigned

### The ideal candidates for these positions will be:

- Able to connect with patients and provide excellent customer service in a professional and efficient manner
- Able to work well both independently and in a collaborative team
- Able to problem solve and multi-task in a fast-paced environment
- Familiar and comfortable with a variety of advanced computer software and applications
- Highly organized and able to effectively prioritize tasks

Please email your cover letter and resume to [ruggedshores.jobs@vianet.ca](mailto:ruggedshores.jobs@vianet.ca)