

**Medical Office Assistant (summer student position)**  
**Hants Shore Health Association**

Located in the community of Kempt Shore, the Hants Shore Community Health Centre (HSCHC) serves residents from Upper Burlington to Tencape with a broad range of primary health care services under the auspices of the Hants Shore Health Association's Board of Directors. The Centre hosts the busy practices of two family physicians and provides a range of complementary services and health promotion programs.

Summer student position: Medical Office Assistant.

\$11.70 per hour

Start date is June 18, 2018 or earlier for approximately 10 weeks at 30 hours per week. – start date can be negotiated for the end of school.

**Reporting to the Senior Medical Office Manager and the Community Engagement Coordinator of the HSCHC, the duties include:**

- Scheduling and confirming appointments
- Obtaining and processing information required to provide services
- Performing clerical duties such as filing, sorting and distributing mail
- Answering telephone, directing calls and messages to appropriate individuals
- Data Entry

**Position Requirements:**

- A student 16 years of age or older who is
  - Returning to High School in September 2018, or
  - Accepted to attend at a post-secondary institution in September 2018, or
  - A current post-secondary student that will be returning to a post-secondary institution in September 2018
- Good interpersonal and communication skills
- Must be self-directed and adept at problem solving
- Must have strong organizational skills that demonstrate the ability to prioritize while maintaining attention to detail and accuracy
- Experience in electronic communication and excellence in Microsoft Office products, including Word.
- Successful Applicants are required to sign a confidentiality agreement and provide a criminal record check (including Vulnerable Sector search) before starting employment.
- Must have valid driver's license

**To apply for this position all candidates must provide a resume and a letter explaining what Health means to you (not exceeding 200 words), along with three (3) references with contact information to the Hants Shore Health Association via email at [kbrown@hschc.ca](mailto:kbrown@hschc.ca) or in person 5638 Hwy 215 Kempt Shore, NS by 11 pm May 25<sup>th</sup>, 2018.**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

**Our Vision: Involved, Active, and Healthy Communities**