

JOB POSTING

THE KILLARNEY HEALTH CENTRE BOARD PART-TIME MEDICAL SECRETARY EMPLOYMENT OPPORTUNITY

**FULL TIME FROM MAY TO OCTOBER
OCCASIONAL DURING DOCTOR'S CLINICS OR WHEN NEEDED**

Reporting to the Administrator:

The Medical Secretary's responsibilities will include but not be limited to:

- Greet and help patients by providing information or assistance (scheduling appointments, medication handling).
- Facilitate smooth operation of reception including mail, answer phones, manage petty cash.
- Secure patient information and maintain patient confidence by completing and safeguarding medical records. Keeping patient information confidential is paramount.
- Providing administrative support, scanning and faxing documents.
- Schedule and coordinate diagnostic testing, specialist referrals, liaison with the pharmacy and Non-Insured Health Benefits for First Nations (NHIB).
- Prepare lab specimens for transportation and testing in accordance with regulations, daily ordering of prescriptions and over the counter medications from pharmacy.
- For further details, please ask for a copy of the job description.
- Salary Range: \$19.85-\$26.85/hour

The Killarney Health Centre will provide training for:

- Occupational Health & Safety Awareness
- WHMIS
- AODA Customer Service training
- Workplace Violence & Harassment

The Killarney Health Centre Board welcomes and encourages applications from individuals with disabilities. If you require a disability related accommodation in order to participate in the municipality's hiring process, please contact the clerk's office to discuss your needs.

The successful candidate must:

- Maintain confidentiality and must sign a mandatory confidentiality pledge.
- Have excellent time management and organizational skills.
- Have excellent communication skills.
- Be self motivated and demonstrate initiative.
- Possess Word Processor/Computer Skills are essential.
- Be Analytical and efficient at problem solving.
- Demonstrate professionalism in the workplace.

Must provide a Vulnerable Sector check prior to commencing work.

Preferred qualifications:

- Knowledge of Medical Terminology is an asset.
- General Bookkeeping skills is an asset.
- Bilingual (French and English) is an asset.
- First Aid and CPR Certified.

We thank all applicants for their interest, however we will only contact those candidates who are qualified for an interview.

TO APPLY:

Please send a resume along with a cover letter to:

Paul Beauvais, Administrator
Killarney Health Centre Board
c/o The Clerk's Office (Municipal Office)
32 Commissioner St
Killarney ON P0M 2A0

Applications **must** be received in the municipal office no later than:

Wednesday, March 18, 2026 at 3:00 pm

*** Late applications will not be accepted***