



Compass Community Health offers primary care health services and health promotion programs to diverse communities and individuals.

We are currently seeking an:
Administrative Clerk – Clinical Services
Permanent - Full Time (37.50 hours per week)
Annual Salary Range: \$33,074 - \$38,908

What we're looking for:

- A self-motivated, administrative professional with a get-things-done attitude;
- Excellent interpersonal skills and demonstrated ability to work with all levels of an organization;
- Strong organizational skills;
- Demonstrated ability to multi-task;
- Proficiency in data entry, with strong attention to detail;
- Minimum two years of experience in a health care setting performing similar duties;
- Experience with the Electronic Medical Records;
- Knowledge of medical terminology is an asset;
- Proficiency in another language is an asset;
- Ability to work at least two evenings a week, and some weekends (including holiday weekends).

What you can expect to do:

- Support the functions of the Health Records by scanning and uploading documents;
- Provide reception functions during day and evening office hours according to the reception schedule;
- Work closely with the RPN Team, referring medically related phone calls, providing messages and pertinent information to the RPN;
- Foster an enthusiastic team spirit through nurturing positive relationships among staff.

We invite you to review the **Administrative Clerk – Clinical Services** job description on our website under Careers at <https://www.compassch.org/about-us/employment-opportunities-careers> for additional job related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications. We also offer a comprehensive benefits package and a HOOPP pension plan.

Please respond in confidence by Wednesday, August 16, 2023, at 4:00 p.m. to:

Human Resources Specialist
Email: hr@compassch.org
438 Hughson Street North, Hamilton, ON, L8L 4N5

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

Compass Community Health is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources at 905-523-6611 ext 3033 if you require accommodations.