



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

We are currently seeking a:

Medical Secretary (Primary Care)
Contract – 12 months (Full Time 37.5 hours)
Annual Salary Range: \$40,062 - \$ 47,132
Hourly Salary Range: \$20.54 - \$24.17

The successful candidate will:

- Warmly receive client calls and visits that are primary care related
- Experience in reception, appointment scheduling
- Ascertain purpose of visit, hear client needs & refer to next appropriate level
- Schedule client appointments, provide client follow-up calls
- Coordinate client appointments with specialists and for diagnostic tests
- Possess excellent problem-solving, communication and interpersonal skills
- Possess computer literacy and have experience with Electronic Health Records
- Have a good knowledge of medical terminology
- Possess a Medical Secretarial Certificate and/or equivalent work experience.

We invite you to review the **Medical Secretary** job description on our website under Careers at <http://www.compassch.org/> for additional job related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications; and option to enroll in the HOOPP pension plan.

Please respond in confidence by Tuesday, December 03, 2024 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.