



# *Provincial Job Description*

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**TITLE:**  
**(493) Office Coordinator/Medical Specialty**

**PAY BAND:**  
**14**

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**FOR FACILITY USE:**

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***SUMMARY OF DUTIES:***

**Provides coordination/administrative support for a department/program/facility. Supervises staff and ensures office procedures are maintained. Provides non-invasive/non-interpretative clinical procedures.**

***QUALIFICATIONS:***

**Grade 12. Medical Administrative Assistant diploma plus**  
♦ **Medical Clinical Procedures 925, 926 and 929**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ♦ **Intermediate computer skills**
- ♦ **Intermediate keyboarding skills**
- ♦ **Interpersonal skills**
- ♦ **Communication skills**
- ♦ **Organizational skills**
- ♦ **Leadership skills**
- ♦ **Ability to work independently**
- ♦ **Valid driver's license, where required by the job**

***EXPERIENCE:***

**Previous: Twenty-four (24) months previous clinical office experience to consolidate knowledge and skills.**

## **A. Coordination / Supervision**

- ◆ **Coordinates and organizes department workflow; schedules staff.**
- ◆ **Provides departmental coordination/supervision.**
- ◆ **Provides orientation and training for staff.**
- ◆ **Provides input into performance appraisals and performance reviews.**
- ◆ **Assists with interviews and hiring of new staff.**
- ◆ **Maintains departmental personnel and attendance files (e.g., sick and vacation balances, education tracking).**
- ◆ **Maintains and audits time sheets, makes corrections, forwards to payroll.**

## **B. Clinical**

- ◆ **Provides reception support in-person or on the phone (e.g., schedules/registers appointments, clients, physicians).**
- ◆ **Responds to patient inquiries and concerns.**
- ◆ **Cleans, sterilizes and stocks clinic and room/equipment for examinations.**
- ◆ **Performs non-invasive/non-interpretative clinical procedures (e.g., vision testing, vital signs, weight, glucose/hemoglobin testing, pregnancy tests, urinalysis, spirometry).**
- ◆ **Liaises with physician and specialists.**
- ◆ **Ensures health record-related duties are performed (e.g., assembles health records, assists with release of information, provides filing/retrieval/retention services, prepares required statistics, charts).**
- ◆ **Performs medical transcription (e.g., medical reports, referral letters, physician dictation, clinic notes).**
- ◆ **Performs non-medical transcription (e.g., reports, minutes).**
- ◆ **Porters clients/patients.**
- ◆ **Makes travel arrangements for clients.**

## **C. General Office Duties**

- ◆ **Performs clerical duties (e.g., desktop publishing/word processing/data entry, files, distributes correspondence/documents, photocopies, process mail).**
- ◆ **Creates edits, formats and maintains documents (e.g., letters, memos, minutes, presentations, manuals, forms).**
- ◆ **Creates/maintains databases, inputs statistics and prepares reports.**
- ◆ **Maintains departmental filing system.**
- ◆ **Provides computer support services/technical assistance.**
- ◆ **Orders, receives, records and stores office supplies.**
- ◆ **Ensures maintenance of office equipment.**
- ◆ **Schedules meetings, books rooms and audiovisual equipment.**
- ◆ **Maintains a petty cash account.**
- ◆ **Coordinates program/workshop activities. (e.g., Pre-anesthetic Clinic, Rapid Process Improvement Workshop (RPIW)).**
- ◆ **Performs physician billing.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: September 16, 2014**