

---

Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.  
We are currently looking to hire a:

**Medical Secretary**  
**1 - Part Time, permanent (21 hours per week)**

**Reporting To: Manager - Community Health Team**

The Hepatitis C (HCV) Program for Scarborough is in partnership with the Ministry of Health.  
Our goals are to:

- Increasing overall access to HCV diagnosis and treatment.
- To reduce the spread of HCV and reinfection.
- To work with at risk populations to support education and health promoting behaviours.

**Key areas of responsibility:**

Working with the Community Health Centre and other interdisciplinary teams the Medical Secretary's key role will be maintaining the overall welcoming tone of the reception or working area and responding effectively to problems that arise. In addition, they will cancel, book or rebook appointments and provide general administrative support. The Medical Secretary will be required to open and close the building at times, following relevant security procedures when at SCHC site or in the community. As a key point of contact in the organization, they must be sensitive to the barriers that many individuals face when accessing health care services.

**Educational and/or Professional Qualifications:**

- Office Administration - Medical Certificate or equivalent attained from an accredited university or college.
- Canadian Medical Secretary Designation preferred.
- 1 - 3 years' experience.
- Current Level C CPR certification from a recognized provider.
- Demonstrated knowledge, skills and abilities in medical administration.
- Excellent written/verbal communication and interpersonal skills.
- Demonstrate problem solving, conflict management and time management skills.
- Proficiency working with computers and medical software programs, i.e., EMR-PS Suites/word software programs.
- Experience with computerized Ontario Health Insurance Plan billing systems considered an asset.
- Demonstrated commitment to principles of an anti-oppression and cultural competence framework.
- An interest and commitment to working in a low-income, multilingual, multiracial community.
- Thorough knowledge of broad determinants of health and issues affecting low income, multi-lingual and racialized and LGBTQ communities.
- Ability to speak a second language of our priority populations is an asset.

---

**Significant Working Conditions:**

- Flexibility of hours – evening or weekend work may be required
- Flexible working sites
- Valid driver's license required
- Vehicle required

**Remuneration:** \$21.74 - \$24.59

**Band:** I

**Please note:** All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

**Please reply in confidence to HR:** By email: [Recruitment@schcontario.ca](mailto:Recruitment@schcontario.ca)

**Note:** Please quote HCV-MS in the subject line.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

[www.schcontario.ca](http://www.schcontario.ca).

**[Find us on Social Media: Facebook – Twitter - Linked In – You Tube](#)**