



Maternity Care Midwives

POSITION TITLE: Administrative Assistant

STATUS: Temporary Part-Time (Sept 2020 – Jan 2021 with possibility of extension)

JOB SUMMARY The administrative assistant is an integral member of the Maternity Care Midwives team. They provide administrative support that contributes to the delivery of high-quality services to the midwives, and their clients.

RESPONSIBILITIES

- Respond to or redirect inquiries from clients, the public and various stakeholders received through several channels (phone, e-mail, fax).
- Maintain the client filing system and file paperwork (lab and ultrasound reports, client charts, etc.)
- Schedule and track appointments and cancellations.
- Process all incoming mail and manage outgoing mail. Organize courier pick-ups as needed.
- Prepare and organize client charts for each clinic day, new intakes, and practice meetings.
- Book ultrasounds and other appointments for clients as necessary.
- Page midwives in accordance to practice schedules.
- Manage production and printing needs.
- Compile, prepare, copy, scan, and fax documentation and correspondence.
- Manage the clinic reception area, including restocking supplies and handouts, and cleaning and disinfecting the clinic in accordance to current COVID-19 guidelines.

COMPETECIES AND SKILLS

- Understanding and support of the model of midwifery care
- Ability to prioritize work and multitask.
- Ability to work independently with initiative and strong organizational skills
- Strong communication skills. Excellent interpersonal skills, ability to develop mutually respectful relationships, and be respectful of a multicultural environment.
- Technical and troubleshooting skills related to office technology and equipment.
- Demonstrated professionalism, discretion, and protection of sensitive information.

EDUCATION, TRAINING, AND EXPERIENCE

- High school education or equivalent.
- Proficient in use of MS Office software and office technology.
- Work experience in an office environment or health care setting is a strong asset, but not required.

HOURS OF WORK

- 13.5 hours per week, Monday (9:00 am to 4:30 pm) and Friday (9:00 to 1:00 pm).
- Ability to work additional shifts to cover employee vacation as needed.
- Salary to be negotiated.

Applications for this position can be submitted to admin@mcmidwives.ca.