

Brentwood Recovery Home

JOB POSTING

JOB TITLE: Medical Clerk

DATE PREPARED: Nov 24th, 2022

DEPARTMENT: Medical

POSTING NUMBER: #17-2022

REPORTS TO: Women's Program Manager

GENERAL SUMMARY

Under the direct supervision of the Women's Program Manager. The successful candidate will perform a variety of tasks related to the administration and operation of the medical department.

ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:

- Demonstrating and exemplify Brentwood's mission and values in day-to-day work
- Acting with the highest standard of professionalism with clients, family members, community partners, and colleagues.
- Working in the manner that preserves and respects the privacy and confidentiality of client's personal health information.
- Working in a manner that complies with Brentwood's policies and procedures
- Working in a manner that meets all Health and Safety requirements to ensure a healthy and safe workplace.
- Acknowledging, respecting, and affirming the diverse needs of our community, clients, and Brentwood's employees with the goal of reducing disparities in health outcomes.
- Contributing to Brentwood's work by participating in committees and agency events.

POSITION RESPONSIBILITIES AND DUTIES:

- Input of all client information with regards to admission, rollovers, and discharges.
- Scheduling of all Doctor's appointments.
- Monitor daily emails and respond accordingly throughout the day.
- Maintain clients file both current and archived.
- Prepare and distribute monies for the weekly Personal Needs Allowance received by clients.
- Prepare all required paperwork for clients graduating from program.
- Prepare weekend medical distribution sheets.
- Maintaining a high degree of discretion and confidentiality.

Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

- Ability to work collaboratively in an interprofessional team and with people who have lived experience.
- Ensures documentation and reporting functions are maintained in a comprehensive and timely manner.
- Other duties may reasonably be assigned.

QUALIFICATIONS

Education:

Office Administration – Health Services diploma would be an asset

Experience:

One to three years' experience within the medical field

Knowledge & Skills:

- High level of computer software knowledge
- Demonstrates the ability to work in a multidisciplinary team
- Effective oral and written communication skills
- Demonstrates a high level of initiative, independent thinking and judgement required
- Bilingualism in both official languages would be an asset

Interaction:

Able to work with other professionals to problem solve and achieve common goals in a predicative manner using a cooperative approach.

Decision making and problem solving:

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues, able to use reason, even when dealing with emotional topics.

Energizing:

Able to create positive energy (motivation) in both individuals and groups.

Position Summary:

Medical Clerk

Band 3

Level 1

Compensation and Schedule:

Full-time hourly wage position

Monday thru Friday, 37.5 hours per week

Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment.

How to Apply

In compliance with Covid-19 related policies and restrictions, resume and cover letter may be submitted by email only to: jilavin@brentwoodrecovery.com on or before 3pm November 29th, 2022

Please mark in the subject line “Posting # 17-2022”

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