

## JOB POSTING - Internal/External

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**Position:** Medical Secretary  
**Shift:** Monday to Friday 9:00am – 5:00pm  
**Salary:** \$30 hourly (Full time)  
**Start:** Immediately  
**Closing:** Open until filled.  
**Location:** 22 Vaughan Road City of Toronto  
Auduzhe Mino Nesewinong - Indigenous Primary Care Health Clinic



### **Background**

Auduzhe Mino Nesewinong (*Place of Healthy Breathing*) is an evolving Indigenous Interprofessional Primary Care Team that began through a partnership with Na-Me-Res (Native Men's Residence), Call Auntie Clinic, and Well Living House, as a response to the disparities affecting the First Nation, Inuit, and Metis (FNIM) population during the COVID-19 pandemic. Auduzhe has been advancing to include vaccination, preventative, episodic and primary care to aim to meet the voiced needs of the community. Auduzhe focuses on disease prevention, vaccines across the lifespan, health promotion, wholistic care, and data sovereignty, through outreach partnerships, and on-site healing.

### **Main Function**

The Medical Secretary is an individual who has a deep understanding of client centered care and prioritizes the patients' needs. They provide administrative non-clinical support to our patients and the on-site team at Auduzhe Mino Nesewinong, build trust and rapport with patients and the team members to create a welcoming, supportive and culturally safe space for First Nations, Inuit, and Metis (FNIM) and their household members.

Working under the direction of the Director of Operations and the Medical Director, the Medical Secretary will be responsible for activities involved in the following:

- Create a warm and inviting reception for community members, visitors, and families in person, on the telephone and by email in a professional non-judgemental manner.
- Collaborate as part of the interprofessional team for the best interest of the clients, their families and the community.
- Coordinate with other organizations to ensure smooth flow of patient care and clinic operations.
- Maintain an efficient computerized client encounter system by inputting and updating information into OSCAR, and/or other EMRs, in an efficient and timely manner.
- Aid and support the patients and the clinical team by processing and following up on referrals to specialists, laboratory and procedural appointments, and pharmacy inquires as part of the interprofessional team.
- Ensure proper notification of on-site and external medical appointments and medical correspondence to patients as part of the interprofessional team.
- Maintain client confidentiality and privacy at all times as per Na-Me-Res/Auduzhe protocols and PHIPA Standards.
- Collect and enter client and other data and necessary information for reports and site operations.
- Perform all other duties as required.

## **Qualifications**

- Graduate of a Medical Administrative Diploma or acceptable equivalent combination of education and lived experience.
- 3-5 years knowledge/experience working in an Indigenous interprofessional health team or similar.
- Demonstrated and exceptional ability to engage and build relationships with diversity of FNIM agencies in a respectful and strength-based manner.
- Demonstrated understanding of two-spirit, gender diverse, and queer Indigenous identities.
- Proficiency in EMR and strong computer skills.
- Exceptional attention to detail and accuracy in all duties and tasks.
- Strong ability to work independently by taking initiative in collaboration with other members of a busy care-centered team.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks in a timely manner and flexibility to adapt to changing workload.
- Experience with trauma-informed care; able to communicate with clients in a professional, empathetic, and culturally safe manner with fundamental understanding of anti-Indigenous discrimination and oppression.
- Strong communication (verbal/written) and interpersonal skills.
- Awareness and willingness to continue learning about Indigenous Cultural Safety and other cultural learnings/teachings.
- Ability to obtain/maintain a current and clear police check is a condition of employment.
- Up to date immunizations and records.

**Na-Me-Res** encourages First Nation, Inuit, and Métis applicants to apply and please identify in their cover letter and connections to their community. We thank all applicants for their interest, however, only those select for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

**A resume, cover letter, and references can be sent to:**

**Email:** [jobs@nameres.org](mailto:jobs@nameres.org)

**Fax:** (416) 652-3138

**Mail:** Na-Me-Res (Native Men's Residence) Human Resources  
26 Vaughan Road, Toronto, ON M6G 2C4  
*(Hand delivered applications will not be accepted)*