



JOB POSTING
ELECTRONIC HEALTH INFORMATION SUPPORT CLERK
FULL TIME INDEFINITE HIRE
COMMUNITY HEALTH PROGRAM
DEPARTMENT OF HEALTH

SALARY LEVEL: CL08 ST 3 \$46,121.20
DEADLINE TO APPLY: AUGUST 15, 2023 BY 4:00 PM

SUMMARY OF RESPONSIBILITIES:

Under the direct supervision of the Program Manager, general duties of the Electronic Health Information Support Clerk include greeting Community upon arrival, answering telephone, register patients, managing client EMR chart, referrals, scanning reports into system, also helps identify and address Community Health Program users' needs and provides technical support for the Electronic Medical Records system.

QUALIFICATIONS:

- Medical Receptionist Certificate, with medical terminology course or related certificate in medical related field
- Two years' experience in an office and/or medical setting, dealing with direct contact with the public

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0