

Medical Secretary

Job Title:	Medical Secretary
Employment terms:	Regular part time, 0.4 FTE (14 hours/week), with expectations to work evening and weekend hours. This is a permanent position, contingent upon continued program funding.
Salary range:	\$15,723.60- \$18,730.40 annually along with HOOPP pension plan
Expected start date:	ASAP
Number of positions:	1
Reporting to:	Clinical Program Supervisor or Delegate
Locations:	10 Gateway Blvd, North York, ON
Application deadline:	October 24, 2025 by 5:00 PM Eastern Time
Application Process:	Qualified applicants are invited to submit their application via email at: www.jobillico.com/en/job-offer/flemingdon-health-centre/medical-secretary-fl-0.4-fte/16448083
Please include a cover letter and resume in a single file.	

Background: Flemingdon Health Centre (FHC) is an engaged and involved member of some of Toronto's most dynamic neighborhoods; Flemingdon Park, Fairview and Thorncliffe Park. FHC is a registered charity and an incorporated not-for-profit Community Health Centre (CHC), with a vision of Strong Healthy Communities. Across our three sites, we provide a range of health-related services based on the social determinants of health with extensive community engagement.

At FHC, we believe that health is much more than just the absence of disease. Our approach to community health encompasses the social determinants of health which includes: education, employment, isolation, food security and social supports, and utilizes a community development model to promote health, prevent disease, and strengthen community capacity. We value health equity, inclusion, community engagement, accountability & transparency, excellence and collaboration & partnerships.

Position Summary:

To provide administrative support to primary health care, allied health, and community programs. We're looking for professionals who believe that clients should be treated as people rather than numbers in a file, and who understand the value of compassionate service. The job includes significant amounts of multi-tasking, but the ideal candidates will know how to prioritize work, demonstrate empathy and patience, and provide personalized service. This position requires the candidates to be friendly, professional, organized, and supportive, working and communicating effectively with clients, other team members and providers.

Responsibilities include:

- Always provides customer service for the entire health centre ensuring a welcoming environment for clients, providers and everyone that walks through the doors.
- Contributes to a welcoming environment through sensitive interactions with clients, maintenance of safety and respect for all in the waiting area.
- Addresses inquiries and provides information, directs individuals to appropriate area or connects them with appropriate staff, program and/or service as required.
- Assesses new clients/walk-in clients/emergency situations and contacts nurse on call for client triage.
- Verifies and/or updates all client demographic data when the client arrives for their appointment.

- Makes diagnostic/specialist appointments and follows up with clients.
- Maintains list of specialists to whom clients are referred.
- Maintains up to date medical records by timely uploading incoming faxes and scanning relevant documents.
- Books interpreters as required and confirms invoicing.
- Books, cancels, and reschedules appointments as needed.
- Manages challenging situations in person and on the phone maintaining a calm and collected behaviour and applying de-escalation/defusing techniques.
- Screens potential new clients to ensure that they live in the catchment area and have a valid Health Card or proper documentation regarding their status in the country. For those who do not live in the catchment area, they are directed to a Community Health Centre in their area.
- Responsible for telephones including answering calls, retrieving messages from, and connecting to answering service.
- Provides cross coverage for other admin staff during lunch breaks, vacation, etc.
- Conducts administrative tasks including both front desk and back-office duties, & provides backup as required.
- Supports the collection and data entering of socio economic and demographic data.
- Makes recommendations for policy and/or procedural improvements achieving quality and efficient workflow processes.
- Updates job knowledge by participating in educational opportunities; reading professional publications; understanding FHC population health needs and emerging needs of new residents (i.e., Roma population etc.)
- Adheres to FHC policies and procedures.
- Initiates procedures related to privacy breaches while ensuring privacy policies and procedures are always followed.
- Participates in QI problem solving and contributes to continuous improvement within the team.
- Participates in FHC Committees & Working Groups
- Provides team support by helping other team members during busy times and providing back up support as required.
- Other duties as required.

Skills and Qualifications

- Secondary School Diploma or equivalent. Post-secondary education an asset
- Medical Secretary certificate or equivalent
- 1-2 years of experience working as a medical secretary in a health care or hospital setting.
- Excellent communications skills, both written and verbal
- Excellent organizational and coordinating skills to respond to fluctuating workloads.
- Excellent interpersonal skills to liaise with community professionals and staff.
- Familiarity with using an electronic medical record system (PS Suite experience a plus)
- Proficiency in typing and in the use of computers and various software and applications such as MS Office, Microsoft 365, and other web-based tools.
- Ability to work independently and collaboratively in an interdisciplinary team environment.
- Experience handling confidential and sensitive information, knowledge of applicable privacy laws.
- Demonstrated cultural competency and experience working in diverse communities and marginalized communities.



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- Knowledge of and commitment to anti-racist, anti-oppressive principles, and practice
- The ability to speak other languages, preferably Dari, Farsi, Pashto, Spanish, Slovak, Czech, Arabic, Mandarin, Urdu, Hindi, or Tamil an asset.

Note: This is a bargaining unit position with UFCW. Terms may be altered as a result of collective bargaining. For more details on benefits and entitlements, please refer to our collective agreement here: [Collective Agreements Portal \(gov.on.ca\)](https://www.gov.on.ca)

We encourage applications from individuals who can identify with the diverse communities we serve. We thank all applicants for their interest but regret that only those selected for an interview will receive an acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.