

**Office and Data Support Assistant: Permanent Part-Time
(3 days per week, Monday, Thursdays and Fridays)**

The Kingston Family Health Team (KFHT) is a multidisciplinary primary healthcare team providing primary healthcare services to patients in the Kingston and surrounding area.

Our mission is:

To provide patients with the highest quality primary care that is timely, compassionate, comprehensive, and sustainable through an evidence-based, patient-centered approach that is responsive to the changing needs of our community.

To foster a safe, enriching and positive working environment which promotes and supports growth.

Our vision is:

To become a leader in providing quality primary care.

Why work with us?

We offer an exceptional supportive and collaborative work environment which promotes work/life balance. We also provide a very competitive compensation package which includes generous vacation/personal time allotment, enhanced extended health package and HOOPP defined benefit pension plan.

We need a Tech Savvy office assistant to join our Team!

The KFHT has an opening for a new position, of Office and Data Support Assistant, to join our healthcare team. This is a part-time permanent position (3 days per week) based at our Administrative Site located at 312-797 Princess Street, Kingston.

Annual salary of \$26,200 (Based on 0.6 FTE)

Job Overview

This position provides support in the following key areas:

EMR Data Support

- Provides support for Practice Solutions, including but not limited to creating and maintaining custom forms and templates, running queries, searches, staff training, and producing reports for both internal and external purposes

IT Liaison/Co-ordination

- Acts as the point of contact with KFHT IT Tech support for troubleshooting and Tech set-up, database management and backup for Website management

Office Support

- General medical reception and office duties
- Provides administrative support to select Team committees (scheduling, minute taking, coordinating refreshments)
- Provides backup for other administrative positions located at the site as needed

Health & Safety

- Serve as certified Health & Safety Representative

Qualifications**Education:**

- 2-year Community College diploma in General Office or Health Administration (candidates with equivalent combination of related education and experience will be considered)

General:

- Ability to maintain professionalism, respect and courtesy always, when dealing with Team members and with the public
- Demonstrated ability to work well both independently and collaboratively
- Highly organized and detail oriented with the ability to multi-task
- Front line office health care related experience is a definite asset

Tech Savvy:

- Skilled and comfortable using office technology in general
- Proficiency in Windows, Microsoft Office (Word, Excel, Outlook and Calendar), Zoom/Teams, EMR (PSS preferred)
- Experience with entry level data management

Administrative:

- Familiarity with managing multi-line phone systems
- Experience with minute taking, scheduling meetings, and meeting preparation

How to apply:

Please email cover letter, resume and references to hr@kingstonfht.ca. Applications will be accepted until the position is filled.