



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/30

## Health Assistant

|                    |                                                                                                                                                   |                              |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Job ID</b>      | <b>287289-en_US-3499</b>                                                                                                                          |                              |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=287289-en_US-3499">https://careers.indigenous.link/viewjob?jobname=287289-en_US-3499</a> |                              |
| <b>Company</b>     | Rogers                                                                                                                                            |                              |
| <b>Location</b>    | Toronto, ON                                                                                                                                       |                              |
| <b>Date Posted</b> | From: 2023-03-31                                                                                                                                  | To: 2050-01-01               |
| <b>Job</b>         | Type: Full-time                                                                                                                                   | Category: Telecommunications |

### Description

Come play a key role in fostering a positive and inclusive culture at Rogers. Our Human Resources department is committed to growing teams across the country that are collaborative, digital-first, fast-moving, bold-thinking, and focused on delivering impact in everything they do. We are looking for Human Resource champions committed to improving employee productivity and engagement and who understand the impact of HR in influencing business results.

We believe in challenging work, rewarding opportunities, and giving back to make a positive impact for Canadians who need it most. When our team learns, grows, and reaches their true potential; we can make more possible. At Rogers, your journey is filled with limitless possibilities, let's make your possible.

Are you up for the challenge and the fun Consider the following opportunity:

Reporting to the Medical Director, the Health Care Assistant will provide administrative support to the Chief Medical Officer, Medical Director and other health care providers, and will maintain the daily operational workflow within the Health Centre.

**What you'll be doing:**

- Provide administrative support to the Chief Medical Offer, Medical Director and other health care providers
- Book physician, chiropractor, physiotherapist and dietitian appointments
- Answer and direct phone calls to appropriate staff
- Coordinate responses to both internal and external inquiries and requests including screening emails and phone calls
- Manage and maintain patient flow within the Health Centre, including greeting and triaging walk-in patients, etc.
- Follow-up on patient appointments and ensure appointment times are adhered to
- Ensure all patient information (e.g. demographics, insurance information, etc.) is up to date
- Ensure proper guidelines are followed in respect to updating reports to the correct account. Initiate and maintain confidential medical files and records within the Health Centre.
- Prepare new patient forms, insurance forms, billing (OHIP)
- Scan documents and medical reports into appropriate charts; file documents, charts, etc.
- Prepare and compose correspondence, memos, presentations and reports
- Administrative duties including managing incoming and outgoing mail, organizing new employee paperwork, ordering office supplies, maintaining work schedules for staff, expense accounts, and accounts receivable/payable

What you have:

- Demonstrated business professionalism, respect for confidentiality and appropriate handling of sensitive information
- Strong interpersonal and communication skills, both verbal and written
- Strong organizational skills with a proven ability to prioritize
- Sound problem-solving and critical thinking skills
- Excellent multitasking and time management skills
- Must possess a strong focus on delivering quality customer service
- Ability to work independently and without immediate support
- Advanced skills in PS Suite and managing calendars in MS Outlook, as well as experience in office workflow and productivity tools such as MS Office and Oracle
- Completion of post-secondary education would be an asset

Schedule: Part time  
Shift: Day  
Length of Contract: Not Applicable (Regular Position)  
Work Location: 8200 Dixie Rd (341), Brampton, ON  
Travel Requirements: Up to 25%  
Posting Category/Function: Administration & Administrative Assistant  
Requisition ID: 287289

What makes us different makes us stronger. Rogers has a strong commitment to diversity and inclusion. Everyone who applies for a job will be considered. We recognize the business value in creating a workplace where each team member has the tools to reach their full potential. At Rogers, we value the insights and innovation that diverse teams bring to work. We work with our candidates with disabilities throughout the recruitment process to ensure that they have what they need to be at their best. Please reach out to our recruiters and hiring managers to begin a conversation about how we can ensure that you deliver your best work. You matter to us! For any questions, please visit the [http://performancemanager4.successfactors.com//RCI/Rogers\\_Recruitment\\_FAQ.pdf](http://performancemanager4.successfactors.com//RCI/Rogers_Recruitment_FAQ.pdf) Rogers FAQ.

Posting Notes: Corporate

For more information, visit Rogers for Health Assistant