



# 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:

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# Job Board Posting



Careers.Indigenous.Link

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## MEDICAL SECRETARY (II) - ENDOCRINOLOGY

<b>Job ID</b>	46895-8993	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=46895-8993">https://careers.indigenous.link/viewjob?jobname=46895-8993</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2022-07-04	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

JD #: JD00009

Pay Grade: 5

Title: Medical Secretary (II)

Unit/Project Description: The Department of Pediatrics at McMaster University and McMaster Children's Hospital is home to over 200 pediatricians, scientists, teachers, and trainees whose collective mission is to improve the wellbeing of children and their families – both locally, and around the world.

We are proud to represent faculty who hold Canada Research Chairs, are members of the Order of Canada, and are national award-winning teachers. Our members leverage their voices as child health leaders to support our communities and advocate for change so that all children, regardless of health status, can experience a fulfilling life. Our administrators are valued team members and are critical to the success and impact of our work.

Our Vision: A brighter path for every child and their family

Our Mission: Together, we lead to advance child and youth health. We are committed to patient-centred care, research, education, learning, and advocacy. We strive for diverse representation, inclusive participation, equitable opportunities, and we address structural barriers to improve healthcare outcomes. Our innovative work achieves global impact and enhances the well-being of all children and their families.

We support the welfare of our team members and engage with respect and accountability.

Values: We value compassion, collaboration, excellence, and innovation. We recognize it is our responsibility to create environments where all people feel safe and supported. We invite you to find out more about us by visiting our website: <https://healthsci.mcmaster.ca/pediatrics>

A Medical Secretary is required to provide secretarial and administrative support to the subspecialty service of endocrinology in the Department of Pediatrics. The successful incumbent will administer general office, and program procedures within a fast-paced, academic medical setting, supporting multiple faculty members. You will work along side the divisional administrative lead and another medical secretary to provide support to the 7 divisional GFT clinical faculty members. In this role, you will support both the clinical and academic activities of the division, liaising with

families, hospital clinics, multi-disciplinary team members both at McMaster Children's Hospital and other community partners and including various learners and research staff. You will provide direct support to multiple clinical faculty including call schedule support, meeting minutes, RMA/OHIP billing; research activities such as grant and REB applications, and any financial aspects including processing expenses via MOSAIC and account reconciliation. You will be responsible for maintaining the various activity tracking databases required by the Department of Pediatrics and Faculty of Health Sciences (MACFACTS, STAR Education hours, Merit- spreadsheet etc.) To be successful in this position, you must have strong organizational and interpersonal skills and the relevant experience supporting clinical faculty, having experience with MACFACTS, Common CV, MOSAIC; working with all levels of learners; extensive experience managing the calendars for multiple clinical faculty members, and with the McMaster Children's Hospital Ambulatory clinic teams. You will also have experience with virtual care processes, using OTN, or Zoom Healthcare platforms.

**Job Summary:** The Medical Secretary (II) is responsible for establishing priorities for office operations and performing a variety of secretarial and administrative duties within a clinical or medical practice setting.

**Purpose and Key Functions:**

- Prepare, coordinate, and monitor physician on-call schedules, procedure schedules, clinics, and medical staff rounds.
- Write a variety of documents including correspondence, reports and meeting minutes.
- Schedule patient medical appointments and procedures.
- Coordinate calendars, arrange meetings, book rooms and make travel arrangements.
- Resolve scheduling and calendar issues, complaints, and conflicts.
- Use a dictaphone to transcribe a variety of documents and reports including minutes, patient files, medical reports, and manuscripts.
- Monitor budgets and reconcile accounts. Complete financial forms including travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Process and reconcile clinical and third party service billings.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Interact with patients and their family members who may be experiencing emotional or difficult situations.
- Ensure patients understand all instructions given to them for tests and medical procedures.
- Gather and compile information required for a variety of grant submissions and reports.
- Facilitate the collection of signatures required on grant applications and agreements.
- Conduct database, literature and web searches to locate and retrieve documents and articles.
- Prepare and book exam rooms ensure all materials are stocked, stored, and organized accordingly.
- Set up and maintain filing systems, both electronic and hard copy.
- Update and maintain information in a variety of databases.
- Update and maintain confidential files and records. Handle sensitive material in accordance with established policies and procedures.
- File, retrieve, and purge files.
- Monitor and order office supplies.

- Attend meetings and take minutes.
- Assemble, collate, and disseminate mailings.
- Open and distribute incoming mail and faxes, and arrange courier shipments.

**Requirements:** 2 year Community College diploma in Office Administration or related field of study.

Requires 3 years of relevant experience.

**Assets:**

- Robust self-care skills and an ability to cope emotionally with encountering the theme of acute and chronically ill infants, children and youth.
- Attendance at the occasional before and after-hours meetings may be a requirement of this position.

**Additional Information:**

- Knowledge and Experience with:
- Experience working in a child and youth medical environment
- computer software programs – Skilled with using Microsoft Office Suite, including Office 365 and Outlook, WORD and Excel, Powerpoint; is expected.
- Virtual meeting/appointment coordination, using OTN, ZOOM (including HealthCare) and Microsoft TEAMS
- 3 years relevant experience supporting multiple people
- Extensive experience with calendar management
- Medical terminology

- Relevant experience and knowledge within a clinical academic environment
- Relevant experience with financial processes including within multiple institutions such as expense processing
- Experience with supporting various data tracking/collection tools including web-based platforms such as - CV's (Curriculum Vitae's) and EXCEL spreadsheets
- Hospital EMR systems - (EPIC), Meditech, Sovera
- Relevant experience with event coordination - such as rounds, small meetings and workshops
- Relevant experience with Minute taking
- Knowledge regarding opening and closing of research accounts
- Experience with grant application and manuscript/poster processes; management of references and the REB process
- Must have excellent oral and written communication skills.
- Keen attention to detail and excellent proofreading abilities
- The need to triage and prioritize competing demands makes initiative, mental flexibility, and problem-solving skills essential.
- The responsible individual must also establish their workflow priorities to ensure that all deadlines are met and that the workload for the multiple faculty members flows efficiently.
- Flexibility for ongoing hybrid onsite/(partial) remote work post pandemic.

For more information, visit McMaster University for MEDICAL SECRETARY (II) - ENDOCRINOLOGY