

Job Title: Medical Office Assistant

Reports to: Manager of Psychiatric Services

Location: Ottawa

Job Summary

Provides assistance to nursing and psychiatric staff to promote efficient delivery of psychiatric services to consumers. Responsible for the scheduling and management of the psychiatric services appointments and arranges for the efficient and orderly processing of psychiatric clients. Complete assessments of clients in crisis to determine appropriate level of care.

Duties

- Ability to work directly with psychiatric treatment team to support facilitation of psychiatric service delivery to NCBHS consumers.
- Familiarity and aptitude to understand medical terminology
- Education and/or experience demonstrating significant exposure to science related field such as chemistry, biology, physiology, and/or anatomy

Skills and Abilities

- Knowledge of computer keyboard is mandatory and demonstrated proficiency in computer skills
- Good command of the English language with optimum spelling accuracy.
- Excellent communication and interpersonal skills required.
- Human relations skills to use tact and diplomacy in contacts with employees and the public.
- Verbal ability to receive and impart accurate information
- Good listening and speaking skills are required.
- Ability to be aware of the matters being handled, exercise good judgment and be able to function under limited supervision.
- Ability to multi-task and work in a fast paced environment.
- Excellent organizational skills needed.
- Experience in working with a computerized software system.
- Ability to conduct vitals and provide medication education services.
- Accurate documentation

Requirements

- Certifies as Medical Office Assistant

- 1-3 years of experience working in medical office setting
- Possesses a valid Illinois driver's license and has access to a car during designated hours and proof of auto insurance coverage

Submit Resume to HR@ncbhs.org