



**And Drs. Brown, Griffin, Fransky, Ferreira, White, Gerasimoff, Blanchard, Keila,
& Noltie**

**Clinical Assistant
Full Time Permanent Position**

This position involves working 5 days per week as a Clinical Assistant. We are looking for a team player that will contribute and participate in a positive work environment.

Responsibilities include assisting the physician in all areas including conducting routine well-baby (and immunizations), prenatal, hypertension, diabetic, and adult preventative care visits; fielding patient phone calls and answering condition-specific questions within scope; triaging and managing the flow of information to the team; and preparing exam rooms and stocking medical supplies. You will be working as part of a collaborative primary care team with a physician, a receptionist, and Family Health Team staff to provide coordinated quality patient care. The ideal candidate must be motivated, able to work independently, and keen to take initiative. Candidate must be willing to take specialized training as required.

Experience within primary health or acute care settings as well as flexibility to respond to a fluctuating workload and changing environment are important qualities. Proficiency in the use of electronic health records is an asset. RPN's, RN's and clinical assistants without formal training may apply. Salary will be dependent on qualifications and experience within a clinical assistant to RPN pay grade grid.

If you have recently submitted your resume for another position please reapply.

Candidates are asked to submit a resume and cover letter by Friday, July 10th, 2020 to Sandra McGrath, Executive Director, Bancroft Community Family Health Team, at smcgrath@bancroftfht.com

We thank all interested applicants; however, only those selected for an interview will be contacted.