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OCT 22 2018

**MEDICAL ASSISTANT - 22.5 hours per week**

Busy family practice in collaboration with Traditional Medicine, Health and Healing is looking for Health care professional to provide medical assisting, Prefer R.P.N., PSW or trained Medical Assistant/professional not enrolled as a patient or family member(s) of a patient in the clinic.

Duties: Record patient encounters, Order tests as directed, Complete outgoing consults, Taking vital signs and patient history, prepare lab samples, manage immunizations, track and coordinate preventive health care for all ages, run searches of patient files for the purpose of data collection, manage and order clinical supplies, maintain equipment and supplies in all clinical areas, answer phone calls and triage of patient appointments, support overall functioning and cleanliness of the clinic.

Qualifications: Practical Nursing Program, or Personnel Support Worker, or Medical Office Assistant with ADVANCED computer skills, Experience working in primary care or other medical setting.

Skills: Solid understanding and value for traditional medicines and knowledge, advanced organizational skills, and MATURE demeanour.

Required 22.5 hours weekly.

Submit resume along with 2 reference letters from past employers to:

Melanie Sandy  
Juddah's Place  
3534 6<sup>th</sup> Lines RR#2  
Ohsweken, On  
NOA 1M0  
OR  
Fax to 905-765-1277  
NO PHONE CALLS PLEASE

Deadline for applications is November 09, 2018 at noon.