

DEPARTMENT OF MEDICINE

MEMORANDUM

Job Opportunity: Administrative Support IV – Hematology

We are excited to announce an internal job opportunity within the Department of Medicine as an Administrative Support IV - Hematology. All current administrative staff are welcome to apply by submitting their cover letter and resumé through the AHS Job Board.

Please note that this posting closes at 23:59 on December 24, 2018.

Position Number: ALB00075393

Classification: Administrative Support IV

Union: AUPE GSS

Department: PLC Med Admin & Supp Services

Primary Location: Peter Lougheed Centre

FTE: 1.0

Temporary Employee Class: Temp F/T Benefits

Date Available: 07-JAN-2019

Temporary End Date: 08-JUL-2019

Description:

As the Administrative Assistant IV – Hematology will be responsible for ensuring the efficient and effective operation of the respective assigned physician's offices clinical and academic support with minimal supervision and direction from the respective medical staff. Working both independently and collaboratively, you will manage and synchronize physician schedules, organize and coordinate clinical patient care, and may also support research, education and academic activities of the Faculty of Medicine member(s). As the initial point of contact on behalf of the physician(s)/department you will communicate effectively and compassionately to ensure patient and family centered care. An integral part of a multi-functional team, you will liaise with Medical Staff, AHS employees, U of C employees, patients and referring providers. Superior communication and problem solving skills will be needed to manage and resolve complex and confidential situations in which the impact of error could be high. The incumbent will be responsible to assess, prioritize and coordinate complex physician schedules which may include outpatient clinic time, call schedule, educational rounds, research/committee meetings, conferences, and away time. In a timely and accurate manner, you will present and process all incoming referrals for triage to the physician(s) upholding CPSA and AHS Path to Care timelines. You will liaise with patients to schedule and confirm initial assessments, procedures, follow up appointments, re-bookings and investigative testing as needed. Working closely with patients and their families you will ensure a positive patient experience. To ensure your skills and qualifications are considered please attach a resume with your application.