

Clinic Coordinator

Position Summary

Opt is Canada's largest non-profit provider of sexual health services through clinics, education programs, and the 1-800 SEX SENSE information and referral line. Our mission is to provide comprehensive education, accurate information, support for sexual expression and reproductive choice, and confidential clinical services that help British Columbians enjoy healthy sexuality throughout life.

Our clinics provide non-judgmental birth control counselling, low cost contraceptives and supplies, sexually transmitted infection (STI) and Pap screening, pregnancy testing and options counseling, and general sexual health information and referrals. Services are offered for all ages, all genders, and all orientations. The clinic is staffed by receptionists, clinicians, and volunteers.

This position reports to the Clinic's Main Supervisor and the Clinic Services Director (Provincial), and liaises with Opt Provincial Office and clinic staff to ensure the day to day clinic operations are managed.

Responsibilities

The Clinic Coordinator is responsible for ensuring the day-to-day clinic operations are managed, including:

- Staff scheduling and volunteer coordination
- Supply and inventory management
- Statistics collection and reporting
- Reception duties for 1 shift per week
- Administrative duties
- Staff supervision

Education, Knowledge, and Experience

- Medical Office Assistant diploma preferred
- Knowledge of sexual health and medical terminology
- At least two years' experience in a similar multi-disciplinary setting, and supervising administrative staff
- Experience in dealing tactfully and effectively with clients, staff, members of the public, and suppliers
- Experience using EMR/appointment scheduling system (OSCAR) and Excelleris an asset

Skills and Abilities

- Possess values that align with our organization
- Client service orientated with excellent interpersonal skills
- Skilled in welcoming clients in a clinical setting and is able to make people feel at ease, welcomed, and supported and able to consistently deal with clients in a caring, confidential, and respectful manner
- Clear and effective communicator
- Proficient with Microsoft Office Suite
- A proficient multi-tasker, able to work in a fast-paced and demanding environment with ease
- Able to work independently with minimal direction and as part of a team
- Seeking a long term position

All positions at Opt require a signed commitment to Opt's mission, values, objectives, and confidentiality policy.

Compensation Type: The position pays \$20.80 per hour, which includes 4% vacation pay in lieu of time off (6% after two years). Sick Leave is also accrued at 6.9%.

Opt strongly encourages interest from marginalized populations, persons with disabilities, visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to furthering the mission of the organization.

Interested applicants can forward their resume and cover letter to hr@optbc.org. If you have submitted an application to Opt in the last year, you do not need to reapply; simply inform us of your interest by sending an email to hr@optbc.org. This posting remains open until the position is filled.

We thank all applicants for their interest, but only those short-listed will be contacted for interviews.