

Clinic Coordinator

Options for Sexual Health is British Columbia's largest sexual and reproductive health service organization, providing comprehensive, non-judgmental clinical, education and information services in a "pro-choice" context. This dynamic organization has a history of over 60 years of skilled and ethical care.

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 or equivalent experience
- Knowledge of sexual health 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 appointment scheduling systems (OSCAR) and Excelleris an asset

Attitude, Skills, and Abilities

- Possess values that align with Options for Sexual Health
- Be non-judgmental and pro-choice and comfortable speaking with people about their sexual health concerns
- Client centered and able to consistently engage with clients in a warm, caring, confidential, and respectful manner
- Proficient in operating office equipment and MS suite
- Excellent interpersonal skills
- Effective written and verbal communication skills
- Ability to multitask under demanding conditions
- Able to work independently with minimal direction and as part of a team
- Seeking a long term position

All positions at Options for Sexual Health require a signed commitment to Options for Sexual Health's mission, values, objectives, and confidentiality policy.

Compensation Type: The starting rate for this position is \$22.40 per hour and there are four other step increases on the grid, ending at \$26.88, plus 4% vacation pay in lieu of time off (which increases to 6% after two years) and 5 annual sick leave days.

Our goal is to be a diverse workforce that is representative, at all levels, of the people we serve. We welcome applications from anyone who may contribute to furthering the mission of the organization, and especially from those who identify as Indigenous, LGBTQ2S+, member of a visible minority or marginalized population, and persons with disabilities. If you are a member of any of these groups, we welcome you to self-identify within your application, cover letter or resume.

Thank you for your interest in Options for Sexual Health. We regret that only short listed candidates will be acknowledged.

Please submit your application online, including your resume and cover letter at
<https://www.optionsforsexualhealth.org/employment-application/general>