



EXPRESSION OF INTEREST

JD4796

JOB TITLE:	Medical Office Assistant/Clerk - Primary Care - Multiple Openings (MO)	EOI NO.:	EOI 4796
CLASSIFICATION:	Health Unit Aide; Administrative Support 3; Financial Clerk 1	GRID/PAY LEVEL:	C08
COLLECTIVE AGREEMENT:	Community Subsector	HSCIS NO.:	83000; 80103; 80760
UNION:	HEU; BCGEU	N/A	EOI
PROGRAM/DEPARTMENT:	Public Health; Community Health Services; Primary Care Network	BENCHMARKS (If Applicable):	83000; 80103; 80760
REPORTING TO:	Manager or Delegate		
FACILITY/SITE:	Cowichan Urgent and Primary Care Centre		

JOB SUMMARY:

Are you someone who has a real passion for serving others? Are you an Administrative professional looking to showcase your knowledge, skills, and abilities in a new and dynamic environment?

Island Health is looking for patient-focused team players to join our team of compassionate and dedicated professionals at our Cowichan UPCC. We recognize the hard work and dedication of our health care providers and we are looking for additional experienced health care providers to join our team.

WHY ISLAND HEALTH

- **Lifestyle** - Enjoy easy access to British Columbia's finest beaches, mountains, hikes and many activities.
- **Community** - Among island communities, there's a unique strength in the bonds that we share, creating connections you won't often find in larger cities. If you are seeking the charm of island life, here you will Find Your Place.

Benefits - Extended health (medical, dental), 4 weeks vacation, 13 statutory holidays, accrued sick pay, pension plan, educational scholarships, premium employee discount program.

ABOUT ISLAND HEALTH

Island Health provides health and care services to more than 885,000 people on Vancouver Island, the islands in the Salish Sea and the Johnstone Strait, and mainland communities north of Powell River. With more than 30,000 health care professionals, including more than 3,000 doctors, nurse practitioners, midwives and dentists that make up our Medical Staff, as well as 1,000 volunteers, and the dedicated support of 12 foundations and 19 active auxiliaries, Island Health delivers a broad range of health services, including: public health services, primary health care, home and community care, mental health and substance use services, acute care in hospitals, and much more across a huge and geographically diverse region.

Together, we are committed to providing superior health care through innovation, teaching and research and a commitment to quality and safety, creating healthier, stronger communities and a better quality of life for those we touch.

Island Health continues to be selected for top employer awards, including BC's Top Employer (2025). As an organization, we are committed to cultural safety and humility and we demonstrate this through our actions to address Indigenous specific racism, systemic racism and the ongoing impacts of colonialism.

Please reach out to our Indigenous Recruitment and Retention team for support with your application if you identify

as Indigenous at indigenousemployment@islandhealth.ca

Island Health is committed to creating a workplace that fosters diversity and inclusion by attracting, retaining and developing a talented and diverse workforce which broadly reflects the community and citizens we serve. As such, we encourage applications from individuals from all genders, backgrounds and underrepresented groups.

At Island Health, our values shape our actions and guide our decision-making as we plan for the future. Our vision is **"Excellent health and care for everyone, everywhere, every time"**

SOCIAL MEDIA

Connect with Us

Explore our social media channels to learn about working with Island Health, upcoming employment events and opportunities.

- Instagram: @vihealthcareers
- Facebook: Island Health Careers
- LinkedIn: Island Health - Vancouver Island Health Authority

TYPICAL DUTIES AND RESPONSIBILITIES:

Full duties and responsibilities will be as per job description hired to.

QUALIFICATIONS:

Education, Training And Experience

- Grade 12 education and graduation from a Medical Office Assistant course, plus two years recent related experience in a health care setting; or an equivalent combination of education, training, and experience.
- Experience working with at-risk or street-involved populations preferred.

Skills And Abilities

- Demonstrated ability to work effectively with others in fast-paced health centre environment.
- Ability to organize and prioritize multiple tasks and work roles.
- Ability to work as an effective member of an integrated administrative team.
- Ability to communicate effectively using all communication vehicles.
- Ability to type a minimum 50 wpm.
- Demonstrated proficiency in computer word processing, spreadsheet applications and specialized clinical information systems.
- Demonstrated ability to utilize and understand Medical Terminology.
- Ability to operate related equipment.
- Physical ability to perform the duties of the position.
- Ability to follow detailed instruction.
- Ability to use a high degree of tact and diplomacy in working with others.