Great Northern
Family Health Team

Administrative Office Assistant
Permanent Full-Time

The Great Northern Family Health Team, located in Temiskaming Shores, is a collaborative inter-disciplinary team of physicians and primary health care providers with a vision to enhance primary health care, improve patient access and integrate a collaborative care model for patients. The Great Northern Family Health team is committed to providing safe and accessible patient-centered care.

We are currently seeking a motivated, organized and experienced Administrative Office Assistant to join our team on a permanent full-time basis. The Administrative Office Assistant is a vital member of the team with the ability to:

- Work collaboratively in a team environment as well as to function independently
- Communicate effectively with patients and families, colleagues and other health care professionals.
- Prioritize and manage time effectively
- Be flexible within an active work environment, and is able to work autonomously.
- Maintain accurate patient records, updating information in the electronic medical records (EMR) system.
- Assist patients with registration, intake forms, and general inquiries.
- Maintain patient confidentiality and privacy in all interactions.
- Perform duties such as: Answering telephone calls, assisting providers with their clinic days (patient vitals; cleaning room; setting up for procedures etc.), reprocessing medical equipment, answering messages within the Electronic Medical Record (EMR), scheduling appointments for patients with providers, providing clerical support to providers, registering patients, photocopy and faxing.
- Works in accordance with the policies and procedures established by the Great Northern Family Health Team
- Participate in programs established for the Team as applicable (e.g. Health and Safety, Quality Improvement, Infection Prevention and Control, etc.).

The above responsibilities are not to be considered all inclusive; and may be assigned other related duties in the interest of efficient operations of the Family Health Team.

Qualifications and Skills:

- Administrative office experience required;
- Strong communication and interpersonal skills, with a commitment to providing excellent customer service.
- Proficiency in using computers and information technology, including experience with Electronic Medical Records (EMR); Practice Solutions preferred.
- Ability to multitask, prioritize, and work efficiently in a busy environment.
- Available 40 hours per week, including assigned evenings, based on work assignment;
- Must have an excellent work record, including attendance;
- Must support and contribute to a culture of safety; and
- Oral and written proficiency in French at an advanced or superior level - Preferred.

We thank you for your interest; however, only applicants under consideration will be contacted.

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Job Specifications:

- Hourly Wage rate $ 23.526 / Hour
- Permanent Full-Time 1.0 FTE
- 37.5 paid hours per week.
- Availability to work flexible hours including days and evenings, subject to change. (Currently - Tuesday evening clinic; clinic open to noon on Fridays).
- Our office is closed on all provincial statutory holidays and we encourage our team to take full advantage of their paid vacation and paid sick time/personal days.
- Health and Dental Benefits; Membership in the Healthcare of Ontario Pension Plan (HOOPP).
- Professional Development Opportunities.
- Reports to the GNFHT Executive Director.
- Requirement of working on-site; office location – 240 Shepherdson Road, Unit 2, New Liskeard, ON P0J 1P0.

Qualified applicants are invited to submit a letter of application (internal) or a cover letter and resume with three work related references by mail or by fax no later than November 20, 2026, to:

Erin Montgomery
Great Northern Family Health Team
240 Shepherdson Road, Unit 2
New Liskeard, Ontario P0J 1P0
E-mail: emontgomery@greatnorthernfht.com

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