



Live the Lake Life, Lead with purpose.

Based in Kenora, this is more than a job, it's a chance to be part of a close-knit, mission driven team in one of Canada's most scenic lakefront communities. With a strong sense of purpose and the beauty of nature all around you, you'll find balance, connection, and fulfillment both on and off the clock.

NOW HIRING

Assistant Visiting Specialist Clinic

Classification	AVSC
Department	Various

Description

The Assistant Visiting Specialist Clinic Coordinator is responsible for the planning, organization, and daily operations of the Visiting Specialist program (VSP). The coordinator organizes, plans, builds, schedules, and communicates the activities of the VSP to patients, providers and Supervisor as needed. The coordinator manages the administrative duties by coordinating care teams and specialist visits with patients, acting as a liaison between patients, patient families, and healthcare professionals, supporting day-to-day clinic visits and functions such as ordering, stocking, and organizing supplies, receiving and prioritizing referrals, forwarding reports, training and mentoring staff and assisting in developing department specific protocols and policies.

Qualifications

Education:

- Grade 12 Diploma or Equivalent
- Successful completion of post-secondary courses in management, office administration or related field

Knowledge and Skills:

- Demonstrated exceptional organizational and interpersonal skills
- Demonstrated knowledge and experience in keyboarding, computerized information systems including Microsoft Office applications, Medi-Tech EMR, NOVARI and Ontario Telehealth Network
- Experience in statistical analysis and reporting
- Strong oral and written communication skills
- Familiarity with formal reporting requirements is an asset
- Completion of WHMIS and CPI training
- Strong understanding of accessibility laws and regulations in Ontario

Experience:

- Previous experience with computerized information systems including Microsoft Office applications, Medi-Tech EMR, NOVARI and Ontario Telehealth Network
- Previous experience working in customer service
- Previous administrative experience in a clinical setting
- Demonstrated knowledge of information management and statistical reporting



Lake of the Woods
District Hospital