



Victoria Community Health Co-op (VCHC)

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The Victoria Community Health Co-operative is inviting applications for a part-time (flexible hours) Administrator / Medical Office Assistant for our shared clinic location in Cook Street Village, Victoria, BC.

Required Qualifications and Characteristics

The incumbent will report to and collaborate with members of the Board, Registered Nurses and others who provide services to and beyond the membership. A spirit of co-operation, appreciation for the work of all members is essential. Communication, patience, honesty, adaptability, are key characteristics.

The successful candidate will have MOA certification, be able to provide two recent references from employers and a criminal record check, have prior administrative experience, and familiarity with Microsoft Word, PowerPoint and Excel. They will be committed to the Co-operative principles as defined by the International Co-operative Alliance (ICA) and be competent in the following areas:

- Flexibility in alternating between working in the office and remotely (probably at home)
- Attention to detail
- Desire to be proactive and create a positive experience for others
- Organizing and maintaining corporate files and sensitive information (electronic and paper)
- Updating and maintaining supply of membership application forms, program flyers, the Co-op Board Handbook, etc
- Keeping track of and recording membership and annual payments, donations, and communicating with the Treasurer
- Maintain secure paper patient file system
- Taking messages for and from members, personnel, others in the community
- Co-ordinating with the Registered Nurses, members of the Board, and vendors to maintain stock of medical and office supplies and equipment
- Maintaining medical inventory by ordering new supplies and equipment as needed
- Maintaining contact with members, clients, funders to provide information about events, fundraising campaigns, etc.

Term, Salary and Benefits.

- Our funding, including this position, is currently guaranteed until March 31, and we have applied for a further two years
- The salary is \$20 per hour, eligible for review, if and when funding is extended

Benefits include:

- Basic health insurance allowance (to be discussed and determined with incumbent)
- Up to \$50 value in educational support before March 31st, 2022 then up to \$100 annually