



# Medical Office Assistant (MOA) Contract

Other  
Other

Wednesday December 3, 2025

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\$21 - \$25/ hour (\$21/hr (probationary) )

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**Company:** Beaufort Family Health Society dba Cumberland Village Health Care

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**Industry:** Health

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**Remote/Camp Based Job:** No

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## How to apply:

Please submit application via [INDEED.CA](https://indeed.ca)

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## Expiry Date:

Tuesday, May 12, 2026

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## Details:

The Beaufort Family Health Society is excited to invite applications for the position of Medical Office Assistant (Full-Time, Temporary Maternity Coverage) at Cumberland Village Health Care—a community-led family practice clinic located in Cumberland, BC. We are a dedicated team, which includes seven Nurse Practitioners, a Clinic Manager, and three full-time Medical Office Assistants (MOAs). As a part of the Primary Care Network (PCN), our clinic also features a full-time RN, a part-time social worker, a part-time mental health counselor, and a part-time dietitian. We are currently seeking a MOA to support our busy practice and cover a maternity leave position, with the possibility of permanent employment, pending the return of the incumbent.

**Patient Care/Clinical Support:**

- Schedule appointments, greet and check in patients, and escort them to exam rooms.
- Assist patients in completing necessary paperwork (medical history, consent forms, insurance documents, etc.).
- Uphold patient confidentiality at all times.
- Create and maintain accurate patient charts within our EMR system.
- Scan and upload patient documents.
- Process payments accurately using the POS system.
- Measure and record patients' vitals (height, weight, blood pressure, urinalysis, visual acuity testing).

**Practitioner Support:**

- Efficiently fulfill practitioner requests.
- Maintain appointment schedules for all practitioners, including allied health providers.
- Ensure exam rooms are clean, sanitized, and fully stocked for each appointment.
- Maintain inventory of medical and office supplies.
- Prepare patient specimens according to lab requirements and coordinate sample pickups.
- Set up exam rooms for procedures, clean and process procedural instruments, maintain sterilization (autoclave) logs.

**Communications:**

- Review incoming faxes and direct them to the appropriate provider(s).
- Accurately complete patient/practitioner forms with attention to detail.
- Respond to inquiries via phone and in person in a helpful and respectful manner.
- Collaborate with other healthcare facilities as necessary

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## Qualifications & Experience:

Educational and academic requirements: • High school diploma or equivalent • Post-secondary certificate/diploma: MOA certificate or diploma Skills and abilities: • Computer knowledge: This includes familiarity with office software and electronic medical record (EMR) systems. • Organization and time-management: Essential for managing administrative tasks and scheduling. • Strong communication skills: Needed for interacting with patients and healthcare staff. • Attention to detail: Crucial for tasks like billing, charting, and maintaining records. • Adaptability: The ability to adapt to new technology and procedures is important. Key Attributes: • Kind, compassionate, and friendly demeanor. • Reliable and dependable team player. • Open to direction and eager to learn. • Exceptional listening, comprehension, and communication skills. • Detail-oriented with a focus on accuracy. • Proactive, solutions-oriented, and able to work with minimal supervision. • Ability to maintain composure and communicate effectively under pressure. • Ability to effectively prioritize tasks and manage a multi-line phone system. • Skilled at addressing feedback and conflicts constructively. • Committed to fostering strong relationships with colleagues and providers

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