



Medical Office Assistant Part-Time

Campbell River Region
Campbell River

Monday October 19, 2026

\$21 - \$25/ hour (\$23-\$26/hr depending on experience/qualifications)

Company: Sanala Medical Clinic

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply via email to: cliniclead@sanalamedicalclinic.com

Attachment: [Job_posting_0.pdf](#)

Expiry Date:

Monday, November 02, 2026

Details:

Sanala Medical Clinic is seeking a compassionate and organized administrative professional to join our dynamic team. This position provides administrative and reception support to our three physicians, registered nurse, and social worker. We are ideally seeking a part-time employee working approximately 24–32 hours per week, though we are open to flexibility for the right applicant. Sanala Medical Clinic provides care for people who are struggling with substance use issues, often with complex medical concerns. Many of the people who access care at our clinic face significant systemic barriers within the healthcare system. Our team is committed to providing low-barrier, culturally safe, and trauma-informed care. This is a varied, hands on role combining patient facing administrative duties, urine drug screening, general clinic support and day to day errands and operational tasks. The successful applicant will be comfortable moving between reception, direct patient interaction, and practical tasks that help keep the clinic running smoothly. They will bring compassion, humility and professionalism, as well as a genuine interest in supporting individuals who may have experienced significant hardship or barriers to accessing healthcare. Responsibilities •Perform urine drug screening on samples provided by patients prior to appointments •Use the clinic's electronic medical record (EMR) system, Oscar Pro. •Perform clerical duties, including filing, scanning, and faxing. •Update and maintain accurate patient records within the EMR. •Restock medical room supplies and maintain the general organization and cleanliness of the clinic. •Support the clinical team with other administrative tasks as required. •Answer incoming telephone calls and direct calls appropriately. •Perform reception duties, including greeting and checking in patients and communicating with pharmacies and other healthcare professionals.

•Schedule appointments, prepare patient charts, and complete patient follow-up and reminders Benefits: •Casual dress •Dental care •Extended health care •Flexible schedule •On-site parking •Paid time off Application question(s): •What experience or understanding do you have of working with individuals affected by being unhoused, substance use issues, and mental health issues? Experience: •MOA: 1 year (preferred) Location: •Campbell River, BC (required) Work Location: In person

Qualifications & Experience:

Skills and Experience •General understanding of cultural safety and experience or interest in working with vulnerable populations. •Strong interpersonal and customer service skills, with the ability to interact with patients in a respectful, compassionate, and non-judgmental manner. •Strong organizational and time-management skills, with the ability to prioritize competing tasks. •Excellent attention to detail and a high degree of accuracy when working with patients and electronic medical records. •Ability to problem-solve effectively and navigate challenging situations with professionalism, including de-escalation. •Ability to maintain strict confidentiality and handle sensitive information appropriately. •Ability to adapt quickly and work effectively in a fast-paced and dynamic environment. •Strong ability to work collaboratively as part of a team. •Previous experience working with electronic medical records is an asset, but training will be provided. •Previous medical office assistant experience is an asset
