

Cumberland Village Health Care - Medical Office Assistant

Job post summary

Date posted: June 5, 2026

Pay: From CA\$21.00 per hour

Job description:

Overview

The Beaufort Family Health Society is excited to invite applications for the position of Medical Office Assistant at Cumberland Village Health Care—a community-led family practice clinic located in Cumberland, BC. We are a dedicated team, including six Nurse Practitioners, 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 full-time MOA to support our busy practice.

Characteristics & Attributes:

- Reliable and dependable team player.
- Kind, compassionate, and friendly demeanor.
- 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.

Key Responsibilities

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.

To learn more about our clinic, please visit our website at cvhc.ca.

Beaufort Family Health Society and Cumberland Village Health Care appreciate all applicants however, only those selected for an interview will be contacted.

Benefits:

- Dental care

- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Vision care

Experience:

- Medical office: 1 year (required)

Work Location: In person