Trilingual Clinical Assistant – Full-Time

Employer: My Medical Centers
Location: Orléans, Carling, Ottawa, ON
Job type: Full-time, permanent, in person
Schedule: Monday-to-Saturday availability required
Pay: CA$18.00 per hour

My Medical Centers is hiring a Clinical Assistant for our busy family medicine clinic in Orléans and Carling. You'll help prepare patients for their appointments and support physicians and clinic staff throughout the day. **The ability to speak Arabic, French, and English is required.**

Responsibilities

- Bring patients to exam rooms, prepare them for appointments, take vital signs, and update their electronic medical records.
- Assist physicians with examinations and minor procedures, and follow clinic protocols for point-of-care testing and specimen handling.
- Clean and restock exam rooms and follow infection prevention and safety procedures.
- Process and follow up on referrals, requisitions, and assigned reminders in the EMR.
- Support the front desk as needed and work with the clinic team to keep appointments running smoothly.
- Administer vaccines and shots, pap tests

Qualifications

- Ability to communicate verbally with patients and staff in Arabic, French, and English.
- Previous experience as a Clinical Assistant, Medical Office Assistant, or in a similar healthcare role.
- Experience with an electronic medical record (EMR) system. OSCAR Pro experience is an asset.
- Strong communication and organizational skills, with a dependable and compassionate approach to patient care.
- IMGs are welcome to apply

How to apply

Submit your résumé t HR: info@mymedicalcenters.ca

Only candidates selected for an interview will be contacted.