



System Navigator

Open date: April 29, 2022

Closing date: Open until suitable candidate found

Location: Ponoka

FTE: .8 - 1 year temp with possibility of becoming permanent

Position: As an integral member of the primary care team, the ***System Navigator*** works in collaboration with the primary care provider, and all members of the health care team. Responsibilities include coordinating, tracking, and informing patients about their referrals, assisting them in filling out forms and connecting them with community resources and directly communicating any preparation or pre-testing. This position frequently interacts with patients, doctors, and insurance companies therefore customer service experience is needed as well as the ability to maintain patient records and confidentiality, manage multiple schedules, and ensure that patient information is complete and up to date.

Education/Experience:

- Medical terminology certificate or related experience.
- Medical Transcription Certificate or related experience.
- Experience in a healthcare setting.
- Experience using an Electronic Medical Record (EMR).
- Quality improvement experience.

Skills/Competencies:

- Ability to work independently, with professionalism in a busy office environment.
- Outstanding computer skills including data entry, standardization of protocol and running queries in databases.
- Ability to develop and maintain electronic records management systems, using EMR.
- Excellent teamwork and relationship building skills.
- Excellent organizational, time management skills with the ability to prioritize.
- Professional oral and written communication skills.
- Respect for privacy and confidentiality.

Salary: Will be negotiated based on experience. The Wolf Creek Primary Care Network offers a competitive compensation package, including benefits and an outstanding work environment.

Qualified and interested applicants are asked to submit a cover letter and resume to hr@wcpkn.ca.

Wolf Creek Primary Care Network is committed to ensuring the safety of staff and patients and requires the following must be provided prior to your first day of work:

Security Screening: Satisfactory criminal record check and/or Vulnerable Sector Search. Additionally, all employees have an ongoing duty to disclose any charges or convictions that may occur during their employment with Wolf Creek Primary Care Network.

COVID-19 Immunization: Proof of full immunization against COVID-19. Full immunization status is achieved when 14 days have passed after the second dose of a two-dose vaccine, or the first dose of a single-dose vaccine.

We would like to thank all applicants for their interest, however only those applicants selected for an interview will be contacted.

Wolf Creek Primary Care Network is committed to providing high quality client-centered care by attracting, engaging, and developing an inclusive workforce that reflects the diverse population it serves. Diversity at Wolf Creek Primary Care Network means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.