

Job Details

Job Title Research Assistant - Department of Medicine - Division of Nephrology

Job ID 54959

Location Victoria Hospital

Full/Part Time Full-Time

Regular/Temporary Temporary

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Posting Period

Open: July 22, 2016

Deadline: August 4, 2016

Non-Union

Different terms and conditions of employment may apply to externally funded positions.

Department Name

Lawson Health Research Institute - Department of Medicine - Division of Nephrology

The Lilibeth Caberto Kidney Clinical Research Unit, Victoria Hospital

The Research Assistant is primarily responsible for planning and monitoring the daily organization of the clinic/office practice, supporting patient/clinical and calendar responsibilities for Nephrologists within the KCRU.

Reporting directly to the Nephrologists within the KCRU, the Research Assistant provides executive support in a one-on-one working relationship. The Research Assistant serves as the primary point of contact for internal and external communication and administration on all matters pertaining to the office and schedule of the Nephrologists. The Research Assistant also serves as a liaison with other teams and staff within LHSC; communicates and coordinates care with patients and patient families; and oversees special projects.

The Research Assistant must be creative and enjoy working within a fast paced environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Research Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Duration of Contract: 1 year

Qualifications

- Successful completion of a diploma in Medical Office Administration
- Minimum two (2) years of recent related experience, secretarial or administrative experience (preferred)
- Demonstrated proficient knowledge of medical terminology
- Demonstrated computer proficiency (MS Word, Excel, Powerpoint, Groupwise, Cerner, Dropbox)
- Demonstrated proficiency and knowledge of OHIP billing procedures (IBIS preferred)
- Proficient organizational and time management skills
- Proficient oral and written communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Excellent interpersonal skills
- Ability to work independently
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Demonstrated knowledge of and commitment to principles of patient and family centred care
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory vulnerable sector police check (original document) completed in the last 4 months.