



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20250122_MOA
POSITION TITLE:	MEDICAL OFFICE ASSISTANT (MOA)
DEPARTMENT:	MEDICAL CLINIC
POSITION TYPE:	TEMPORARY FULL-TIME AUXILIARY UNION POSITION – up to 2-year term
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 6 - \$35.72/hr (2024 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm, 7 hours per day/35 hours per week

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City of Colwood has an exciting opportunity for a **TEMPORARY FULL-TIME AUXILIARY MEDICAL OFFICE ASSISTANT (MOA) position** in the new Colwood Medical Clinic. This opportunity is for up to a two (2) year term with the possibility of extension dependent on operational ability and need. This is a UNION position with CUPE, Local 374. Our ideal candidate is a seasoned Medical Office Assistant with broad knowledge and applied experience in the full workings of a community medical clinic. Additional must haves are enthusiasm, creative problem-solving abilities, a sense of humour, and a demonstrated commitment and passion for quality care, efficient service delivery, and collaborative teamwork.

NATURE AND SCOPE OF WORK

Reporting to the Medical Clinic’s Operations Manager and working within a team environment to support all clinic staff, the Medical Office Assistant (MOA) is responsible for providing a full and varied range of confidential medical office administrative and technical duties in support of quality patient care and service, and sound and efficient clinic operations.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

A complete job description (under review) is available at [Employment & Volunteering | City of Colwood](#)





CITY OF COLWOOD JOB POSTING

POSITION REQUIREMENTS:

- Medical Office Assistant certificate from an accredited institution; additional post-secondary business administration certificate or diploma is an asset.
- Minimum of 2 years experience working as a Medical Office Assistant in a clinic environment building working knowledge of routine patient care treatments and medical office administrative procedures.
 - For this recruitment, preference will be given to qualified applicants with seasoned MOA experience of 10 years or more
- Valid Basic Life Support (BLS) certification, including CPR and AED and Naloxone training.
- Formal training and applied experience with electronic medical records (EMR) systems, administration and related privacy requirements.
- Police Information Check satisfactory to the City.

Using the subject line **POSTING ID# COC20250122_MOA**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the Operations Manager, at careers@colwood.ca.

This posting closes at 4:30pm on Monday, February 3, 2025.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

