

Clinic Assistant Job description

******Please carefully review the requirements outlined below and only apply should you meet these requirements. We thank all candidates for their interest. This is a full-time role for candidates interested in long-term employment.**

Gentle Procedures specializes in infant circumcision, as well as no-scalpel vasectomy, and frenulectomy.

Located in Mississauga, ON, Gentle Procedures serves patients from all over Ontario. Our mission is to uphold the highest international standards of male surgical care, while treating all of our patients with compassion, dignity, and respect.

Overview

We are seeking a dedicated and compassionate Clinic Assistant to join our team. The ideal candidate will play a vital role in providing high-quality patient care within a clinical setting. This position requires strong organizational skills, attention to detail, and the ability to work effectively in a fast-paced environment. The Clinic Assistant will assist healthcare professionals in delivering exceptional medical services while ensuring patient comfort and safety.

Responsibilities (included but not limited to):

- Assist physician during procedures
- Maintain efficiency and smooth coordination of clinic
- Adhere to all clinical policies, procedures, and workflows
- Prepare patients for procedures; rooming, providing instruction, and reassurance
- Maintain accurate patient records and manage electronic medical records (EMR)
- Educate patients on post-op care
- Ensure the cleanliness and organization of procedure rooms and medical equipment
- Collaborate with other healthcare staff to deliver comprehensive patient care
- Medical supply inventory and management
- Administrative duties as needed (appointment booking, registration etc.)

Requirements

- Previous experience as a Clinic Assistant or in a similar role is preferred
- At minimum, 2 years of experience working in Ontario healthcare setting
- Proficiency in medical terminology is essential for effective communication within the team
- Knowledge IPAC best practices is essential
- Strong interpersonal skills with the ability to empathize with patients
- Ability to work efficiently under pressure while maintaining attention to detail

- Outgoing personality, with ability to connect with all walks of life
- **Instrument reprocessing experience is considered an asset for this role**

Join our team and contribute to making a difference in the lives of our patients through compassionate care and professional support!