

**COMPETITION NOTICE**

The Embassy of Canada in Washington, D.C. is accepting applications for the position of Medical Records Clerk, details as follows.

**Position title:** Medical Program Assistant

**Section:** Canadian Defense Liaison Staff – Washington (CDLS-W)

**Location:** Embassy of Canada, Washington, D.C.

**Position no:** EXT-421192

**Level:** LE-05

**Starting salary:** \$52, 411 plus benefits

**Competition no:** 3848

**Date posted:** January 13, 2020

**Closing date:** January 27, 2020 06:00:00 PM EST.

**Employment Tenure:** Indeterminate

This staffing process may be used to create an eligibility list of qualified candidates for this position and for similar positions with various tenures, including indeterminate, term, assignment/ transfer, emergency, and acting opportunities at the Embassy. When you submit your application, you must specify all types of employment tenures for which you wish to be considered.

**APPLICATION PROCESS**

CANDIDATES CAN ONLY APPLY VIA THE LINK BELOW:

[www.wfca-tpce.com/vacancyView.php?requirementId=3848&source=PO](http://www.wfca-tpce.com/vacancyView.php?requirementId=3848&source=PO)

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**Open to:**

- Persons living in the greater Washington Metropolitan area.
- Employees of the Embassy of Canada in Washington, DC.
- Employees of any Canadian Mission in the United States. Relocation will not be paid in any circumstance.
- Spouses and dependents of Canada-based staff (CBS) at the Embassy of Canada.

## All applicants must:

- Have independent work authorization in the United States and status in accordance with United States protocol directives for foreign missions.
- Reside in the United States.
- Meet all of the Essential Requirements stated below.
- Submit a resume and a cover letters by the closing date and time. The covering letter must:
  - Demonstrate how you meet the essential requirements under Language, Education and Experience;
  - Confirm residency in the United States;
  - Confirm independent work authorization in the United States. (US Citizen, Legal Permanent Resident (LPR), or specific visa categories (e.g. A1) as required by the Department of State for employment in a foreign mission)

**Note:** Failure to provide any of the information required above will result in your application being rejected. All communication relating to this process, including email correspondence may be used in the assessment of qualifications. Supporting documentation will be verified during the process.

## Summary of duties:

Under the general supervision of the Chief Medical Officer, the Medical Program Assistant will provide administrative support to the Canadian Defence Liaison Staff (Washington) (CDLS-W) Medical Section. Duties include, but are not limited to, assessing and coordinating files, forms, and records; registering information into a database; scanning documents for electronic filing; preparing reports; replying in writing and via telephone to routine requests regarding files and records; and providing other administrative support as required.

## Essential requirements:

Candidates must demonstrate clearly how they meet the Language, Education and Experience requirements listed below. All communication relating to this process, including email correspondence may be used in the assessment of qualifications.

### Language:

English

### Education:

A degree or a diploma from an accredited university or college; or an acceptable combination of relevant experience, education, and training related to the duties and specific areas of competence required by the position.

### **Experience:**

- Two years of experience in office support;
- Experience in record keeping, including print and electronic data;
- Experience working with sensitive and confidential material;
- Experience with Microsoft Office Suite, e.g., Word, Excel, and Outlook, including data input and information management; and
- Experience in providing client service.

### **Rated requirements:**

Candidates who meet the Language, Education and Experience requirements will be assessed on the following qualifications. The assessment may be a written test, an interview, an in-basket exercise, a skills test, or any combination of these methods.

### **Knowledge:**

- Knowledge of the management of health files in accordance with privacy rules and guidelines; and (e.g. the Privacy Act, HIPAA etc.)
- Knowledge and proficiency in computer software, including Microsoft Office Suite, e.g., Word, Excel and Outlook.

### **Abilities:**

- Communicate effectively in English, both orally and in writing;
- Provide excellent client service in person, by telephone, and electronically;
- Evaluate and pre-screen medical records before submission and filing;
- Manage multiple competing demands, organize time, and work effectively to meet deadlines;
- Review and ensure that records and documentation are complete and contain accurate information;
- Perform quality assurance of records and releases information to authorised personnel in compliance with established policies and procedures; and

- Maintains the information and records in a documented and organized system, both electronically and in hard copy.

### **Personal Suitability:**

- Excellent interpersonal skills;
- Sound judgment;
- Strong organizational skills;
- Adaptability and Flexibility; and
- Confidentiality (ability to keep sensitive information on a need-to-know basis).

### **Asset Qualifications:**

- The ability to work in French; and
- A degree in a medical-related field.

### **Selection procedure:**

The staffing process will consist of a review of all applications to ensure that applicants meet the essential requirements. **Failure to meet any of the essential requirements eliminates candidates from further consideration in the competition.** Only those applicants who meet these will be contacted by the Human Resources Section for an interview or other form of assessment of the Rated Requirements.

The assessment may include an interview, a written test and other tests that will consist of a series of questions designed to evaluate each applicant's knowledge, abilities and personal suitability for the position.

The Embassy offers a competitive salary plus leave and health benefits package. Leave includes paid vacation, sick, and family/personal leave. Health packages covers medical, dental, disability, and retirement. Other benefits include prime work location in proximity to Metro, standard 37.5-hour work week, on-site parking, on-site gym with cardio and weight room, and on-site cafeteria. The Embassy promotes work-life balance and offers a dynamic and healthy work environment

The Embassy is committed to conducting inclusive, barrier-free selection processes.

### **Method of application:**

Apply online at <http://www.wfca-tpce.com/vacancyView.php?requirementId=3848&source=PO>

## **Condition of employment (must be met):**

- Eligibility for a Government of Canada Reliability Status which includes a criminal and credit background check; and
- Independent work authorization in the United States and status in accordance with U.S. protocol directives for foreign missions (US Citizen, LPR, or specific visa categories as required by the Department of State for employment in a foreign mission).

## **Hours of work:**

Normal hours of work for this position are in accordance with the Terms and Conditions of Employment for Locally Engaged Staff (LES) in the United States of 37.5 hours per week. The incumbent may be required to work overtime as needed.