



Puukwinkpanač
Walking in Togetherness

Job Advertisement

Medical Administrative Assistant

POSITION	Medical Administrative Assistant	FTE	Part-time, 30 hours per week
WORK LOCATION	Ucluelet, BC	HOURLY WAGE RANGE	\$29
CLINIC SITES	Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht, and Yuułuᑭitᑭath communities		

ORGANIZATION SUMMARY

The Vancouver Island West Coast Primary Care Initiative Health Society (“**WCPCI**”) is a non-profit organization located on the west coast of Vancouver Island, offering culturally safe and community-centred primary health care services that address the health and social needs of First Nation people living in the Central Region Nuuchahnulth Communities.

Puukwinkpanač means “*Walking in Togetherness*” in the Nuuchahnulth language. We prioritize a holistic approach to healthcare that honors the traditional wellness of the Nuuchahnulth communities in the central region. We shake hands with both Western and traditional medicines in health and wellness services.

WORK LOCATION

Our head office is located in hitaču, BC but we also have a satellite office within the District of Ucluelet. Team members utilize the satellite office for small team meetings, quiet space, equipment/medical supplies storage, and a place to print and scan documents. A majority of the team members are mobile on a daily basis and travel alone or in teams, at times with Uut Uuštukyuu team members, to and from the home communities of the five nations (ᑭaaᑭuusᑭath (Ahousaht), ᑭaᑭuukwiᑭath (Tla-o-qui-aht), ᑭiškwiᑭath (Hesquiaht), ᑭukwaaᑭath (Toquaht), and Yuułuᑭitᑭath (Ucluelet)). Travel to/from communities is done by vehicle, charter boat, or float plane. The Medical Administrative Assistant works mainly from the satellite office and from time to time will travel to/from communities.

POSITION SUMMARY

Reporting to the Director of Operations, the Medical Administrative Assistant provides administrative and clerical support to our multidisciplinary primary care team. The Medical Administrative Assistant is responsible for providing support to the team with patient scheduling and communicating with clients, clinic support, office administration duties and administrative support, and other tasks as assigned.



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JOB SPECIFICATIONS

Education and Experience

- Completion of a recognized Medical Office Assistant program or equivalent combination of education and experience.
- Minimum two years experience working in a medical office or administrative setting.
- Strong organizational and multitasking skills, with the ability to effectively prioritize tasks.
- Excellent interpersonal and communication skills, with a customer service-oriented approach to patient interaction.
- Proficiency in using electronic medical records and basic knowledge of medical terminology and documentation. (West Coast PCI uses Accuro)
- Ability to work effectively as part of a multiciliary team and collaborate with healthcare providers and other support staff.
- Training in cultural safety and humility is an asset.
- High degree of comfort using digital technology and online systems.

Knowledge

- Knowledge of the Nuu-chah-nulth communities and their cultural principals, traditions and customs is an asset.
- Strong knowledge of cultural safety and humility and trauma informed approaches to care.
- Understanding of rural and remote communities and their inherent challenges and barriers.

Other

- Must submit a criminal record check, vulnerable sector.
- Must have a valid Class 5, BC Driver's License and own vehicle.
- Must be willing to travel by vehicle, boat, or plane.

CLOSING DATE:	Friday, May 1, 2026
HOW TO APPLY:	Send your cover letter and resume to the attention of Director of Operations by email – suzanne.williams@westcoastpci.ca