

**Job Title:** Physician Assistant (PA) Primary Care  
Contract Duration: 6 months

**Location:** Walden, City of Lakes Family Health Team within Dr Katherine Richardson's Practice

Job Overview:

We are seeking a highly skilled and motivated Physician Assistant to join our dynamic healthcare team working with the City of Lakes Family Health Team in Walden. This position will involve working collaboratively with a dedicated team, primarily within one physician's practice, to deliver comprehensive and patient-centered care. The successful candidate will be responsible for managing various administrative tasks, patient interactions, and collaborating with fellow healthcare professionals.

Responsibilities:

**Daily Lab Management:**

Oversee the coordination and management of daily laboratory results within the practice.  
Ensure timely processing of lab requests and accurate documentation of results.  
Faxes and Forms Handling:

Review incoming and outgoing faxes, ensuring all necessary forms are completed accurately and tasks such as prescription renewals are completed promptly.  
Maintain organized records of patient forms and documents.

**Patient Interactions:**

Conduct routine follow-ups with patients to monitor their progress and address any concerns.  
Facilitate urgent same-day booking for patients requiring immediate attention.  
Provide compassionate and comprehensive care during patient interactions.

**Patient Message Follow-ups:**

Respond to patient messages promptly, addressing inquiries and coordinating necessary follow-up actions.  
Collaborate with the healthcare team to ensure seamless communication and continuity of care.

**Team Collaboration:**

Work closely with other team members, including physicians, nurses, and administrative staff, to ensure a coordinated approach to patient care.  
Participate in team work and contribute to discussions on patient management and care coordination.

**Qualifications:**

Graduation from an accredited Physician Assistant program (Canadian or American)  
Certification through the Physician Assistant Certification Council of Canada (PACCC).  
Must be eligible to challenge the National Certification exam  
Proven experience working in a healthcare setting, preferably within primary care would be an asset but not a requirement, new grads are welcome to apply.  
Strong organizational skills and attention to detail.  
Excellent interpersonal and communication skills.  
Ability to work effectively as part of a collaborative healthcare team.

**Contract Details:**

Duration: 6 months

Start Date: As soon as possible

Contract could be full time (37.5 hours per week), although opportunities for part time work (20-37.5 hours per week could also be considered)

Competitive compensation package (Salary range 40-45\$ per hour)

If you are a dedicated and compassionate Physician Assistant looking for an opportunity to contribute to a patient-focused healthcare environment, we encourage you to apply. Join our team at the City of Lakes Family Health Team in Walden and make a positive impact on the well-being of our community.

Please note this contract is with a physician at the City of Lakes (Dr Katherine Richardson) and not with the City of Lakes Family Health Team. There is no HOOP associated with this position.