



## Patient Educator

Oshawa, ON | Part-time

Aleafia Health is committed to being Canada's leading patient-focused healthcare enterprise offering medical cannabis care. Our mission is to build a global cannabis brand. Through education, research, and development, we will advance the cultivation and science of medically authorized cannabis.

The Educator position is responsible for providing ongoing support to patients to help them manage their symptoms and conditions using medical cannabis and improve their quality of life. Patient Educators work one-on-one with patients to identify primary health conditions, provide health teaching, create individualized treatment plans, and provide assistance with completing necessary documents for registration with Licensed Producers. Patient Educators work closely with prescribing physicians and related healthcare team members and assist in ongoing patient support.

### ESSENTIAL FUNCTIONS

- Check-in patients as they arrive to the clinic
- Schedule follow-up appointment(s)
- Take urine sample and upload to patient's file
- Educate patients regarding medical cannabis and the endocannabinoid system
- Counsel patients regarding Licensed Producers and strains
- Counsel patients on how to safely consume medical cannabis
- Assist patients to choose the Licensed Producer that better fits their needs
- Assist patients in filling out Licensed Producer's application forms
- Send medical documents and application forms via fax or mail
- Verifies medical documents with Licensed Producers
- Maintain and update medical records
- Educates patients about vaporizer use
- Stay up-to-date on Licensed Producer's strains and programs
- Other duties as assigned
- Education may take place: in person, telephone, online video or another method as determined by employer

### ROLE REQUIREMENTS/ABILITIES

#### Experience / Education

- Diploma or certificate in office administration post-secondary program

#### Skills & Abilities

- Ability to maintain a high level of confidentiality and professionalism in handling patient medical information
- Strong written & verbal communication skills



- Experience in EMR charting an asset
- Proven ability to work in a fast-paced environment
- Clinic medical industry experience, an asset
- Ability to work in a team and independently
- Quick learner and superior attention to detail
- Ability to multi-task and establish priorities
- Passionate about providing exceptional patient care

**Note:** The chosen applicant will be required to successfully complete reference checks and a criminal background check.

*We appreciate the interest by all candidates however we will be contacting those that best fit the requirements. Aleafia Health welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. Aleafia Health will work with you in an effort to ensure that you are able to fully participate in the process.*

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