



West Elgin
Community
Health Centre

WECHC
Celebrating
25 years
1994 - 2019

Join Our Team

ABOUT US:

The West Elgin Community Health Centre has served our rural communities for over 28 years. We work alongside extraordinary people at the Centre. We are very proud to be a part of an alliance of community health centres across the province where we focus on improving the health and wellbeing of people and communities facing barriers. We continue to value and advocate for a more inclusive society.

We believe that housing, education, food and the environment all play a role in health and well-being. We also believe that language, literacy and poverty should not get in the way of receiving great care.

Our team provides primary health care, illness prevention and health promotion services as well as a range of community programs primarily to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

APPLY TODAY!

Posting open until October 23, 2022

Send resume by mail or e-mail to:
Debra Auterhoff, Human Resources
dauterhoff@wechc.on.ca

West Elgin Community Health Centre
153 Main Street, West Lorne, ON, NoL 2P0

Visit the Centre's Website:
<https://wechc.on.ca/>

Learn about Our Communities:
www.westelgin.net
www.duttondunwich.on.ca

Medical Secretary / Receptionist

Casual Relief Work (No Set Schedule)

The West Elgin Community Health Centre is located in the beautiful rural community of West Lorne, Ontario conveniently situated a half hour southwest of London.

As a casual relief medical secretary/receptionist, you will join a team that values person-centred and community-centred care, service excellence, teamwork, accountability, leadership and respect. We are also committed to advancing justice, equity, diversity and inclusion.

Our Centre strives for a healthy and supportive work environment. It is an ongoing commitment we make to each other and is demonstrated by the Centre's 2021 Healthy Workplace award received from the Elgin Business Resource Centre.

Primary Responsibilities:

- Exceptional front desk service aligning with the Centre's values.
- Work with primary health and allied health professionals to provide administrative support as needed, schedule client, specialist and diagnostic testing appointments, prepare referral and consultation letters as directed. Prepare, maintain, track file client charts.
- Other administrative duties as assigned.

What Do you Bring to the Position?

- Demonstrated "ambassador" skills, professional, kind, empathetic, non-judgemental, accountable, adaptable, solution focused with strong emotional intelligence.
- Familiarity with PS Suite (EMR) *preferred* with a strong computer / software application skillset.
- Medical secretary certificate or equivalent relevant work experience *preferred*.
- Verification of full Covid-19 vaccination status or verified medical exemption and vulnerable sector police check *required*.

The Centre is committed to a respectful, diverse, accessible and inclusive work environment. We encourage and welcome applications from persons with disabilities and a broad range of cultural, ethnic, racial and gender identities and expression. Reasonable accommodation will be provided in all phases of the recruitment process.