

The West Elgin Community Health Centre has openings for:

Medical Secretary/ Receptionists

CASUAL RELIEF WORK

NO SET SCHEDULE

ABOUT US:

The West Elgin Community Health Centre is part of a strong network of community health centres across the province. Together we commit to providing health and social services that are accountable, accessible, efficient and governed by the community.

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.

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.

wehc.on.ca



JOB POSTING



The West Elgin Community Health Centre is recruiting for casual medical secretary/receptionists to join our valued team. With a strong focus on service excellence, this position is typically our first point of contact for our clients, community and community partners at the reception desk. Supporting the mission and values of the Health Centre, our successful candidate(s) will:

PRIMARY RESPONSIBILITIES:

- Provide person-centred and community-centred customer service as part of our stellar administrative team.
- Working with Primary Care and other health professionals 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 manually and electronically.
- General administrative services not limited to document management, room bookings, telephone system and other office equipment management, OTN.
- System management, office supplies inventory, and orientation assistance.

QUALIFICATIONS:

- Understanding, respect and empathy related to challenges / barriers many of our clients face.
- Demonstrated skills in customer service excellence, teamwork, accountability, leadership and respect to align with the Health Centre's core values.
- Demonstrated ability to work collaboratively in a team setting.
- Familiarity with PS Suite (EMR) preferred with a strong computer / software application skillset.
- Medical secretary certificate or equivalent relevant work experience.
- Verification of full Covid-19 vaccination status or verified medical exemption required as a condition of employment.
- Vulnerable Sector Police Check required.

APPLY TODAY!

Applications accepted until April 12, 2022
Candidates invited to interview will be contacted

Send Resume by mail or e-mail to:

Debra Auterhoff

DAuterhoff@wehc.on.ca

West Elgin Community Health Centre

153 Main Street, West Lorne, ON N0L 2P0

The Centre is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.