



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 nearly 30 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. 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.

We strive for a healthy and supportive work environment valuing compassion, excellence, collaboration, accountability, respect and equity. Our vision supports a vibrant and caring community, people and workplace and is demonstrated by the Centre's 2021 Healthy Workplace award and 2023 CMHA recognition for workplace mental health initiatives.

## APPLY TODAY!

### Open Until Filled

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

West Elgin Community Health Centre  
153 Main Street, West Lorne, ON, N0L 2P0

## Medical Secretary/Receptionist

### Casual Employment

\$20.58 - \$24.21/hour

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.

### 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.
- Excellent communication skills, independent, creative, dynamic team member valuing compassionate, excellent C.A.R.E.
- 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 *required*.
- As we support vulnerable client populations, the successful candidate is *required* to submit a vulnerable sector police clearance as a condition of employment.

### Visit the Centre's Website:

<https://wechc.on.ca/>

*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.*