



420, rue Cooper Street Ottawa | ON K2P 2N6

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www.centretownchc.org

**INTERNAL / EXTERNAL
JOB POSTING**

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| Job Title: | Bilingual, Medical Receptionist – Primary Care |
| Status | Full Time Position – 35 hours/week, 5 months Contract |
| Pay Scale | \$22.43 /hour to \$25.79 /hour |
| Pension and Benefits: | Healthcare of Ontario Pension Plan (HOOPP) including some benefits |
| Start Date: | April 29, 2024 |

The Medical Receptionist is responsible for ensuring the smooth and efficient flow of clients in Primary Care. The basic functions of the position are phone and client reception, client intake, booking of appointments, completing tasks as requested and rostering clients.

Requirements:

Essential

- Secondary School Diploma or equivalent.
- Minimum two (2) years experience as a medical receptionist.
- Demonstrated ability to maintain confidentiality and use discretion.
- Proficient with Windows-based computer systems, in particular email and MS Word and databases.
- Typing 40 wpm.
- Strong organizational and interpersonal skills.
- Skills and experience working with a diverse population.
- Ability to work independently and within a multi-disciplinary team.
- Good problem solving skills.
- Excellent verbal communication skills.
- Ability to work some evenings and weekends.

Desirable

- Experience with a medical scheduling system.
- Experience working in a community-based health or social service agency.

Language Designation

English and French spoken

English written,

How to “express an interest” for this opportunity:

Submit your letter of interest along with your resume on or before **April 2, 2024** by 11:59pm to jobs@centretownchc.org.

Please note the following:

- The subject line of your email should read “ **Bilingual Medical Receptionist** ”
- The file name for your resume should read:“(last name)_(first name)_ Resume
- The file name for your cover letter should read: “ (last name)_(first name)_ Cover Letter

We thank all applicants for their interest. Only applicants invited to an interview will be contacted.

Candidates requiring accommodation during the application and/or the interview process should contact us at jobs@centretownchc.org so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such we encourage applications from individuals who reflect the broad diversity of communities we work with.

Centretown CHC has a mandatory COVID-19 vaccination policy, as such applicants must be fully vaccinated against Covid-19 and provide proof of vaccinations to be considered for employment. Reasonable accommodation will be considered for persons with medical exemption or other exemptions under the Ontario Human Rights Code.