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**Medical Receptionist**

**Casual Relief**

The Medical Receptionist works within the Administration Team to ensure daily coverage of all receptionist job duties. Members of the Administration Team provide back up for one another during times of vacation, illness, etc. The position covers shifts including extended hours of operation.

**Key Areas of Responsibilities:**

Reception duties include scheduling and appointment booking, use of electronic health records systems, act as a member of an inter-professional team, and client and customer service. Must be available for both Westport and Portland locations.

**Qualifications:**

* Reception experience in a health or social service non-profit organization
* Experience of computer software programs and proficiency in the use of computers
* Ability to work independently and as a member of an administrative support team
* Knowledge of health, social & developmental services
* Ability to perform well with multiple demands and unpredictable days
* Adherence to confidentiality
* Maintain a non-judgmental attitude
* Excellent organizational and problem-solving skills
* Willingness to take on office administration duties as requested
* Demonstrated ability to be flexible, organized, take initiative, and possess excellent interpersonal skills
* Excellent interpersonal, oral, and written communication

CRCHC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**To apply**, interested candidates should send cover letter with resume by **May 9th, 2022**.

Cheryl English

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