

Glengarry Nurse Practitioner-Led Clinic

Cliniques dirigées par du personnel infirmier praticien de Glengarry

The Glengarry Nurse Practitioner Led Clinic (GNPLC) located in Lancaster, Ontario is an innovative medical clinic, committed to providing comprehensive team-based primary health care services. We are currently recruiting a dynamic and professional:

Receptionist- Medical- Part time 17.5 hours /week contract until March 31, 2020

with possibility of extension.

Anticipated schedule: 0830-1200 (M,T,Th and F) W(1600-1930)

We offer a generous compensation package to the ideal candidate, including access to a pension plan and a positive team work environment.

Key Areas of Responsibility and Duties include:

- Receiving all visitors to the clinic in a welcoming, courteous and professional manner via telephone and in person.
- Providing clerical/ reception services to an inter-disciplinary team through appointment scheduling; faxing and scanning of documents and directing clients as required.
- Coordination and tracking of medical consultation reports, tests and transmission of results into the EMR.
- Provide internal I.T. trouble shooting/ support, were appropriate to the team.
- Other duties as assigned

Qualifications:

1. Diploma/Certificate in medical office assistance/ medical reception from a recognized college/ institute.
2. Two to four years of experience within a health care setting as a receptionist.
3. Advanced working knowledge of Microsoft Office Suite and use of Electronic Medical records.
4. Demonstrated excellent communication skills with a high degree of diplomacy, professionalism and confidentiality.
5. Excellent organizational and prioritization skills for a fast paced work environment.
6. Bilingualism (French and English) is preferred.

Submit resume via e-mail to alead@glengarryclinic.ca

Attention: Penelope Smith, Executive Director

By: Monday May 6th 2019 before 1600hrs

Accommodation will be provided for all parts of the application process in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants must make their needs known in advance.

Please Note – only those applicants selected for an interview will be contacted

All other applicants are thanked in advance for their interest.