

## **Glengarry Nurse Practitioner-Led Clinic**

*Cliniques dirigées par du personnel infirmier praticien de Glengarry*

The Glengarry Nurse Practitioner Led Clinic (GNPLC) located in Lancaster is one of 25 progressive primary care medical clinics in Ontario delivering team-based health care and preventive services that is both client centered and outcome oriented. Our innovative model of care enables Nurse Practitioners to lead clinical care in collaboration with a skilled team of health professionals. We are currently recruiting a dynamic and professional:

### **Receptionist (Medical) - Contract 17.5 hours per week** **(M-T-W - Fri. 0830-1200 and Thurs. evening 1600-1930 hours)**

We offer an excellent team environment, salary range is (\$18.37- \$23.36 / hour), HOOPP Pension and other benefits.

#### **Key Areas of Responsibility and Duties include:**

- receiving and directing all client/ visitor inquiries in a welcoming, professional and timely manner,
- scheduling and communicating appointments to clients, including specialist referrals, specialty clinics, medical information requests etc,
- providing clerical/ reception support to an inter-disciplinary team,
- faxing, scanning and tracking of medical consultations, tests and transmission of reports into our electronic medical record system (EMR),
- maintaining the reception and waiting areas free from clutter and hazards,
- providing internal IT trouble shooting or support where appropriate,
- other duties as assigned and
- adherence to all clinic policies and procedures including Occupational Health & Safety, IPAC, WHIMS, and PHIPA.

#### **Qualifications:**

1. Diploma/Certificate in medical office assistance/ medical reception.
2. Recent relevant medical reception/ clerical experience.
3. Advanced working knowledge of Microsoft Office Suite, Excel and EMR.
4. Demonstrated client service and communication skills with a high degree of diplomacy, professionalism and confidentiality.
5. Excellent organizational and prioritization skills suited for a fast paced work environment.
6. Bilingualism (French and English) is preferred.

#### **Deadline August 13th, 2021**

Submit resume via e-mail to Penelope Smith, Executive Director at [alead@glengarryclinic.ca](mailto:alead@glengarryclinic.ca)

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 and support*