

## **Glengarry Nurse Practitioner-Led Clinic** **Cliniques dirigées par du personnel infirmier praticien de Glengarry**

The Glengarry Nurse Practitioner Led Clinic (GNPLC) is one of 26 progressive primary care medical clinics in Ontario delivering team-based health care and preventive services that are 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. As part of our expansion and efforts to accelerate primary care attachment we are recruiting a customer service oriented

### **Receptionist- Clerical client services support**

35 hours per week salary range is (\$22.34 - \$23.99/ hour)

In addition to HOOPP Pension and other benefits.

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

- welcoming and directing all client/ visitor inquiries in a timely manner,
- collecting information, transmitting reports and opening client charts in our EMR,
- 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 reports into client charts,
- other clerical/ reception duties as assigned,
- adherence to all clinic policies and procedures including Occupational Health & Safety, IPAC, WHIMS, and PHIPA.

#### **Qualifications:**

1. College 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.

Submit resume via e-mail to Penelope Smith, Executive Director at [psmith@glenngarryclinic.ca](mailto:psmith@glenngarryclinic.ca) before January 27, 2026

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*