



JOB POSTING: Medical Receptionist / Clerk

JOB DESCRIPTION

Reporting to the Director of Care, the medical receptionist / clerk is responsible for day-to-day administration task and clerical support for our growing Home Care department. Ensuring efficient operations, communications and accuracy in reporting and tracking tasks.

The medical receptionist / clerk can function in support-related tasks and able to work independently with little or no supervision.

Responsibilities:

- Working collaboratively as a team member and functioning within the policies of Emmanuel Home and nursing care standards, the medical receptionist / clerk shall provide clerical support to the Director of Care and the Homecare team of Emmanuel Home. Be willing to learn alongside the Director of Care the initiation of new admin tasks and tracking, ensuring accuracy, while adapting to the changes.

Following is a list of responsibilities:

- Perform a variety of office and clerical duties.
- Collaborate as a member of the health care team, delivering consistent quality support to meet the needs of the resident, and the homecare staff.
- Demonstrate excellent communication, collaboration, and organizational competencies.
- Demonstrate a professional attitude when assisting patients and families and while interacting with members of the health care team.
- Work independently and under little direction.
- Provide both patient and family with relevant information under the authorizations and direction of the Director of Care.
- Demonstrate ability to identify own learning needs and take action when required.
- Practices excellent communication, interpersonal, problem solving, and conflict resolution skills.
- Maintain a safe and secure working environment.

Preferred Qualifications:

- Medical terminology course. Minimum of 1-year recent experience in a Reception/ Clerk position.
- Basic typing skills and 1 year experience working with computers including Microsoft Office and Excel.
- Well-developed and demonstrated interpersonal skills.
- Ability to prioritize work and effectively work with frequent interruptions, noise, and nearby distractions. Ability to communicate effectively with others both verbally and in writing.

- **Position:** Competitive salary commensurate with experience; part-time position, Monday to Friday mornings from 7 a.m. to approximately 11 a.m. Flexibility in hours is expected.
- **Start Date:** Immediately
- **Closing Date:** Until successful candidates are found.
- **For more information or to apply** send resume with two references and cover letter to: Laura Pothoven, Director of Operations, lpothoven@emmanuelhome.ca, 587-414-1128.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.