



NIAGARA FALLS
**COMMUNITY
HEALTH CENTRE**

EMPOWERING INDIVIDUALS, CREATING A STRONGER COMMUNITY THROUGH QUALITY HEALTH CARE

4790 Victoria Avenue, Niagara Falls, ON L2E 4C2 905.356.4222 905.356.5676 www.nfchc.ca



Position: Medical Receptionist – One year contract

\$ 18.12 per hour

37.5 hrs per week

Niagara Falls

The Niagara Falls Community Health Centre is a collaborative, inter-professional health care team that strives to service the broad community of Niagara Falls with a specialized focus on those populations that have barriers to care. As a member of the interdisciplinary team, the Medical Receptionist will assist to serve clients on a daily basis, maintaining confidential records and information and providing general and administrative support to the entire team. As the first point of phone or personal contact with clients, visitors and businesses, the receptionist ensures that all are welcomed in a friendly, professional and supportive manner. Some evenings and Saturdays required.

Qualifications:

- College Diploma or Secondary School Diploma and 5 years experience in a health care setting performing similar duties.
- Knowledge and familiarity of basic medical terminology.
- Proficiency in typing and word processing, data input and computerized scheduling within a fully electronic medical record system.
- Knowledge of OSCAR an asset
- Experience in dealing with the public in a mature and helpful manner.
- Passion and enthusiasm to serve a diverse community.
- Ability to be flexible and adaptable.
- Excellent communication skills.
- Excellent problem skills, balanced by judgment to elevate and seek advice when required

Interested, qualified candidates are asked to submit a resume to the Health Program Director at LBlundell@nfchc.ca by Friday, February 16, 2018. We thank all applicants, however, only those selected for an interview will be contacted.

At NFCHC, we are committed to fostering an inclusive, accessible work environment, where all employees feel valued, respected and supported.

NFCHC offers accommodation for applicants with disabilities as part of its recruitment process. If you are contacted to arrange for an interview, please advise us if you require an accommodation.