

New: Medical Receptionist
Site: 716 The Queensway South, Keswick ON L4P 4C9
Summer Contract, Full-time - 35 hours per week
\$17.60/hour

BACKGROUND

The Vaughan Community Health Centre (VCHC) is a not-for-profit, community-governed organization providing primary health care, social services, and illness prevention programs primarily to the residents of the Western and Northern York Region. We serve people experiencing barriers to accessing health care services due to culture, language, age, chronic illness, or the like. We are committed to providing services with and for local Indigenous, Black, racialized and other disadvantaged communities.

POSITION SUMMARY

The Medical Receptionist (MR) will provide administrative support to VCHC's Reception Team at Keswick site. As part of VCHC's reception team, the MR will work directly with VCHC's clients and alongside a team of health care professionals. The MR will act as the first point of contact for VCHC clients and visitors.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Provide support to VCHC's reception team by typing, filing and scanning medical records, answering phones, answering enquiries from clients, maintaining and providing files upon request.
- Fill-in for reception team members during their absences
- Provide general clerical and administrative services to the Centre as needed.
- Upkeep the supply cupboard, ensuring that there is paper in the photocopier machine, information on the bulletin board is kept current and counters are kept clean and tidy.
- Facilitate internal communications by posting material on bulletin boards as requested.
- Greeting visitors, answering or redirecting general inquiries in person, by telephone and via email.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

This position is funded as part of the Government of Canada, Canada Summer Jobs

program. As part of this program the candidate must be a youth who:

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act **and**
- c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- d) One of the Canada Summer Jobs program objectives is to provide youth who face barriers to employment with access to work opportunities. VCHC will prioritize youth including those who identify with one of the following groups:
 - **Indigenous youth:** Youth who identify as First Nations, Métis and/or Inuk (Inuit).
 - **Racialized youth:** Youth who identify as being part of a racialized community which, according to ethnic or cultural characteristics, is subjected to structural discrimination.
 - **Black youth:** Youth who identify as Black.
 - **2SLGBTQI+ youth:** Youth who identify as Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, or as being part of additional sexual and gender diverse communities.

Additional qualifications include:

- Post-secondary level of education is preferred (e.g. College or University).
- Interested in pursuing a career in health care, social services or administrative fields in their future studies.
- Proficiency and experience working in a computerized environment.
- Experience in dealing with the public in a mature, respectful, and helpful manner.
- Great interpersonal and communication skills.
- Second language, relevant to the VCHC demographic area is an asset.

Interviews will occur on rolling basis; please apply as soon as you can.

Successful candidates cannot be existing clients of the Vaughan Community Health Centre.

Successful candidates will be required to:

- o Show proof of a completed a 2-step TB test and measles vaccination/immunity
- o Complete a vulnerable sector check

Please send your cover letter and resume to:

Medical Receptionist Hiring Committee
c/o Vaughan Community Health Centre Head Office
9401 Jane Street, Suite 206
Vaughan, Ontario L6A 4H7



Email: vchcjobs@vaughanchc.com

Fax: (905) 303-9444

www.vaughanchc.com

While applications are preferred via email, you are welcome to apply by fax, mail or in person.

Accommodations during the recruitment, selection, and interview processes will be provided in accordance with the Ontario Human Rights Code if needed. If you need accommodation during the hiring process, please call us at (905) 303-8490 ext.2631 to provide your contact information and a member from the hiring Committee will contact you.

Vaughan Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. We are committed to excellence and hire based on merit.

We thank all candidates in advance for their interest, however, only those selected for an interview will be contacted.