



JOB POSTING

Title: Health Centre Receptionist
Reports to: Health Director or designate
Terms: Permanent Full-Time
Hours: 35 hours per week
Salary: \$30,000 - \$35,000 per annum
Location: Mino Bimaadsawin Health Centre

Summary:

The Health Centre Receptionist will be the first contact for clients at the Mino Bimaadsawin Health Centre, this position will greet clients and answer incoming telephone calls. The Receptionist will be responsible for booking the centre spaces for different departments and meetings. The Receptionist will also be responsible for assisting the visiting professionals with clients; and assisting the Health Director with preparation of financial reporting for the funding agencies by compiling and inputting data provided by the staff.

Duties:

- Answer all incoming calls in a professional manner, keep a log of calls, take messages or transfer calls as required
- Coordinate bookings for Board Room, Traditional Room, exam rooms, and offices
- Sort & distribute incoming mail & faxes
- Greet visitors, announce arrival to appropriate staff or visiting professionals, provide information to clients
- Book appointments with various services (eg. Massage therapist, foot clinic, diabetic educations, dental hygienist, psychologist, counsellor, etc.)
- Make reminder calls to clients prior to appointments
- Compile information and create monthly calendar of events & workshops for Health Centre; copies made for community members and electronic copy emailed to all Band Staff members
- Maintain/update Georgian Bay Fire & Safety binder (access codes for staff, contact list in case of alarm)
- Program access codes for new staff
- Filing
- Monitor and log the sign-out of visitor swipe keys
- Advise and order supplies as needed (eg. Calendars, toners, ink cartridges, office supplies, doctor's supplies)
- Occasional errands as needed
- Various administrative tasks as assigned (eg. Health Fair, rsvp's, contact and mailing lists, etc.)
- Other related duties assigned by the Health Director

Qualifications:

- Excellent organization skills
- Exceptional oral and written communication skills required
- Maintain strict confidentiality
- Knowledge of community resources
- Friendly and outgoing nature
- Sensitivities in working with vulnerable sectors, i.e. mental health, addictions, etc.
- Experience working in an office setting considered an asset
- Strong knowledge of maintaining records and inputting data for reporting requirements
- Ability to take direction and to provide direction to drivers
- Experience working with clients of all ages
- Knowledge of the community, Indigenous culture and traditions considered a strong asset
- Ability to work independently or with minimum supervision, while also being a team player
- CPR/First Aid certificate or willingness to obtain

Applications MUST include:

- Current cover letter
- Current resume including current contact information, including phone number and address
- Three names of references with telephone numbers and/or email addresses
 - one must be current or most recent employer

DEADLINE DATE: Friday, June 25th, 2021 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check
including Vulnerable Sector Screening as a condition of employment

Office: Employment and Training Centre (519) 797-1224
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By Mail: 28 Joshua Crescent, Southampton, ON N0H 2L0

If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.