



Opportunity: **Front Desk Reception - Medical Services - Graham**

Hours: **0.40 FTE /16 hours per week – Monday & Friday 8:30 am to 4:30 pm**

TERM – Starting November 30, 2023 for 6 months, with the possibility of extension

Posting Closed: **September 27, 2023**

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women*, racialized and indigenous people, people with disabilities, and members of the LGBTQ community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

Our Vision, Mission & Values:

Women's Health Clinic (WHC) provides accessible, woman-centred services, creates strategic partnerships and advocates for system change.

We work toward the vision of having equitable health and wellness services within and beyond WHC, delivered through a feminist lens.

All our work is guided by our values – choice, inclusion, social justice, innovation and integrity.

Position Summary:

To provide program and client service support functions in accordance with WHC policies and procedures to maintain consistent and high-quality programs and services. Hours of work may include day, evening and weekend hours.

Our Requirements:

The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment.

Candidates must have:

- Completion of high school or equivalent program of studies
- Satisfactory Criminal Record check and Child Abuse Registry check.

Assets:

- Experience as a Receptionist and/or Medical Assistant
- Experience working in an intake role
- Experience in customer service, community host
- Special education/training in community related issues
- Proficiency in both official languages or other language
- Demonstrated cultural competence
- Experience using Accuro EMR

APPLICATION PROCESS:

- **MUST INCLUDE Reference Job Posting #2023-051 is in email subject line.**
- **Email cover letter & resume (pdf or MS Word document only) to WHChr@womenshealthclinic.org**

For a full position description go to: <http://womenshealthclinic.org/get-involved/jobs/>

We thank all applicants for their interest; however, we will only contact candidates we wish to interview.