



Medical Receptionist – ADM01/24

Status: Casual

Closing Date: December 13, 2024

Starting Salary between: \$41,131.00 to \$44,605.00

The **Gizhewaadiziwin Health Access Centre** is a community based, Indigenous controlled, Primary Care service that combines western curative care with traditional Ojibway healing philosophies and practices. The Access Centre provides clinical, social, health promotion and preventive services, as well as, access to traditional Ojibway healers. The Gizhewaadiziwin Health Access Centre, located in the heart of the Southern Region of Treaty #3 territory, is the result of a unique partnership between area First Nations, the United Native Friendship Centre and the Sunset Country Metis.

Summary of Position:

This is a casual call-in position. The ability to work independently, under the guidance and direction of the Office Manager, is necessary.

Duties:

- Previous experience in clerical support and telephone reception;
- Greets callers, answers telephone, takes messages, transfers calls, and provides information to other departments upon request.
- Makes courtesy reminder telephone calls to clients, one day in advance of clients' scheduled appointments.
- Good organizational skills;
- Ability to work on short notice;
- Ability to use computers and other office machines;
- Completion of Grade 12 or equivalent an asset;
- Medical background and some triage experience would be a definite asset;
- As per policy, applicants should note that COVID-19 vaccination is a condition of employment within Gizhewaadiziwin Health Access Centre.

Desired:

- Experience and understanding of local Indigenous communities and culture within the Rainy River District an asset;
- Ability to speak Ojibway is an asset;
- First Nations, Inuit or Metis candidates are encouraged to apply. Please self-identify.

Qualified applicants are invited to submit a resume, covering letter, 3 work related references (*one must be from a current or most recent supervisor*) and written authorization to contact references.

**Attention: Personnel Committee
Gizhewaadiziwin Health Access Centre
RMB 2004, RR #2
Fort Frances, ON P9A 3M9
careers@gizhac.com**

We thank all candidates in advance, however, only those selected for an interview will be contacted. Gizhewaadiziwin is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.