

Join our team!

Temporary Part-Time Medical Receptionist (12-month contract)

The Espanola & Area Family Health Team is an interdisciplinary group of allied health professionals promoting improved health of individuals in and around Espanola by providing increased access to a range of health care services.

The successful candidate will have familiarity with the health issues of the community and will work collaboratively with other primary care providers to improve the health of the patients' accessing the services through the Family Health Team.

This will be accomplished through active employee involvement, continuous training, and development, as well as a commitment to compliance with policies, procedures, and standards.

The Espanola & Area Family Health Team is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted. This posting will remain open until filled.

Qualifications:

- Completion of post-secondary education in a relevant field
- Knowledge and understanding of the roles of various health care professionals.
- Superior computer knowledge
- Demonstrated ability to work effectively within an interdisciplinary team.
- Strong interpersonal and communication skills
- Fluency in English and French is an asset.

Benefits:

- Starting wage \$19.30 - \$21.80 per hour based on experience.
- Eligible to enroll in pension plan (HOOPP)
- Paid 8% in lieu of benefits, or 6% if enrolled in HOOPP.
- Access to group discounts, including exclusive discounts from various retailers.
- Employee Recognition Program



To apply, please email your resume outlining your relevant experience to:

recruitment@esphosp.on.ca