

HEALTH DEPARTMENT RECEPTIONIST - CASUAL

Type of Position: Casual

Closing date: June 24, 2022

About the Position

The receptionist is the first point of contact for the Health Centre. Accountable to the Health Manager, the receptionist handles the flow of people through the Health Centre and ensures administrative tasks are completed accurately and delivered with high quality and in a timely manner.

This position is part of a pool of positions to cover absences and provide additional coverage as needed. It is a casual position that will involve a few days of paid training, followed by occasional work hours, none of which are guaranteed.

Duties and Responsibilities

Receptionist Functions

- Greet visitors, clients, and health care professionals arriving at the Health Centre.
- Direct visitors or appointments to the appropriate office, personnel, or services.
- Answer telephone calls, respond to queries, and or re-direct calls, as appropriate.
- Take messages and delivers them in a timely matter.
- Schedule appointments, when required.

Office Support Services

- Deal with queries from community members and health employees.
- Ensure knowledge of staff & visitor movements in and out of the health office to maintain security awareness.
- Input attendance data daily into the attendance tracker.
- Prepare various correspondence, reports, meeting minutes, invoices, and related materials using computer word processing software.
- Compile data, and statistics, when required.
- Pick-up or receive and sort mail and deliveries.
- Attend all staff meetings, and take minutes for distribution to all staff.
- Prepare monthly Health Newsletters.

Professional Support

- Confirm appointments for health care providers (e.g. counselors, occupational therapists, physiotherapists).
- Assist visiting health care professionals with administrative tasks during their visits.
- Record prescriptions, call clients, and fax prescriptions to the pharmacy.
- Assist health staff as required (e.g. support with patient transportation intake forms, coordinating dates and lists for kids and youth attending summer camp).
- Coordinate cooks for community kitchen, ensuring all is in place for community kitchen.

ACCOUNTING > CONSULTING > TAX

TRUE NORTH SQUARE

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Clerical Tasks

- Coordinate meetings, room bookings, and organize catering.
- Develop and maintain a current and accurate filing system.
- Handle and safeguard confidential client information.
- Monitor the use of supplies and equipment including control of inventory relevant to the reception area.
- Coordinate the repair and maintenance of office equipment.

Knowledge, Skills, and Abilities

- Solid communication skills both written and verbal.
- Friendly and customer-centric demeanor.
- Ability to be resourceful and be proactive in dealing with issues that may arise.
- Ability to organize, multitask, prioritize, and work under pressure.
- Knowledge of administrative and clerical procedures with strong attention to detail.
- Knowledge of computers and relevant software applications, including Microsoft Office.
- Knowledge of customer service principles and practices.

Other Requirements

- Professional appearance.
- Must review and follow all Gitsegukla Policies and Procedures.
- **Requirements:** to successfully and periodically undergo an appropriate criminal record review and police record check.

Experience and Education Requirements

- High school degree.
- Proven work experience in similar roles is an asset; however, not required.

All interested applicants are encouraged to submit a cover letter and resume outlining the position for which you are applying and how you meet these qualifications to the c/o MNP at gitseguklacao@mnp.ca.

Applications are assessed as they are received therefore early application is recommended.

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Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.