

<b>POSITION:</b> Receptionist	<b>SALARY:</b> \$23.17/hour
<b>STATUS:</b> 0.5 FTE, 6 Month Contract	<b>HOURS OF WORK:</b> 37.5 hours bi-weekly
<b>LOCATION:</b> Home office is Mallorytown with travel to Brockville on assigned days	<b>HOURS OF OPERATION:</b> Weekdays and evenings
<b>REPORTS TO:</b> Program Administrator	<b>UNION ASSOCIATION:</b> OPSEU

Qualified candidates will possess a post-secondary degree in Office Administration with preference to those in health services or equivalent experience in a health care setting.

**Qualifications and Responsibilities:**

- Understanding and ability to use medical terminology
- Advanced skills in clinical management software, MS Office and other relevant software applications
- Advanced skills in Microsoft Excel
- Problem-solving skills, ability to use sound judgment
- Interpersonal skills, diplomacy and discretion, excellent telephone manner
- Excellent oral and written communication skills
- Proficient skills in minute taking/clerical duties
- Ability to multitask with strong organizational skills
- Ability to work well independently and in a group setting
- Satisfactory Vulnerable Sector Check required
- Demonstrate sensitivity to diversity, whether related to race, religion, culture, sexual orientation, and/or gender identity
- Valid driver's license with \$2 million vehicle liability insurance

**Benefits including but not limited to:**

- 5% in lieu - vacation
- Personal Leave
- Education days and funding available
- Appointment time
- Inclement weather time
- 7 hour per day working hours
- 14 Statutory Holidays
- HOOPP (Healthcare of Ontario Pension Plan)
- 6% in lieu - benefits

**Please send a cover letter and resume to:  
careers@ucfht.com by Friday, May 23, 2025 at 4:00pm**

*We thank all applicants for their interest but only those being interviewed will be contacted.  
Internal applications will be considered prior to external applications.*

Please visit the Upper Canada Family Health Team website or the Upper Canada Family Health Team Facebook page for more information.

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