

Upper Canada

Family Health Team

Join our team!

POSITION: Receptionist	SALARY: \$21.73 / hour
STATUS: Full Time	HOURS OF WORK: 37.5 hours per week
LOCATION: Home office is Brockville with travel to Gananoque on assigned days	HOURS OF OPERATION: Weekdays and evenings
REPORTS TO: UCFHT/BFHO Administrator	UNION ASSOCIATION: 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:

- Experience with Electronic Medical Records
- Advanced skills in Excel
- Data management
- Excellent computer and communication skills (written and verbal)
- Proficient skills in minute taking/clerical duties
- Ability to multitask with strong organizational skills
- Ability to work well independently and in a group setting
- Vulnerable Sector Check required
- Demonstrate sensitivity to diversity, whether related to race, religion, culture, sexual orientation, and/or gender identity
- A valid driver's license
- \$2 million vehicle liability insurance
- The Upper Canada Family Health Team has a Mandatory Vaccination Policy which requires all employees to be fully vaccinated against COVID-19 and provide proof of vaccination as a condition of employment

Benefits including but not limited to:

- Education days and funding available
- Personal Emergency Leave
- Vacation Time
- Group RRSP - to be replaced by HOOPP (Healthcare of Ontario Pension Plan) by Fall 2023
- 12 hours of Appointment time per year
- 7 hour per day working hours
- 14 Statutory Holidays
- Medical and Dental Benefit

**Please send a cover letter and resume to:
careers@ucfht.com by Friday, September 22nd, 2023 at 4:00pm**

We thank all applicants for their interest but only those being interviewed will be contacted.

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

www.ucfht.com

www.facebook.com/ucfht