

POSITION: Receptionist	SALARY: \$22.49/hour
STATUS: Full Time, Contract	HOURS OF WORK: 37.5 hours per week
LOCATION: Home office is Mallorytown with travel to Brockville and 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:

- 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
- 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:

- 5% in lieu - vacation
- Personal Leave
- Education days and funding available
- 12 hours of appointment time per year
- 15 hours of inclement weather time per year
- 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, April 12, 2024 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