



Job title: Medical Receptionist
Location: Varying clinic locations (St. Catharines, Niagara Falls, & Welland)
Reports to: Manager, Harm Reduction & Outreach
Hourly Rate: \$17.50 to \$22.00 + 6% in lieu of vacation
Status: Part time, temporary (up to March 31st with possibility of renewal)
Hours of Work: Monday, Tuesday, Wednesday, & Thursday (1:00 p.m. - 4:30 p.m.) - 14 hours/week

Regional Essential Access to Connected Healthcare (REACH) is a dynamic nonprofit, charitable organization that provides health care services to the unhoused community, survivors of intimate partner violence, those with justice involvement, and those who experience barriers to accessing healthcare services. We are committed to removing barriers to care by providing accessible and equitable care.

We are looking for a Medical Receptionist to join our team! The successful candidate is a critical member of the team who is highly skilled with clinical workflows in an Electronic Medical Record and ability to support a team in their day-to-day client care activities. In addition, the incumbent is able to support the organization in various administration duties. This is a fantastic opportunity if you are looking to grow your skills as a leader in medical administration.

Here is what we are looking for:

- Completion of two year diploma in administration or medical office assistant or equivalency in relevant experience.
- Minimum of three years' of experience in the medical receptionist field is considered an asset.
- Minimum of three years' of experience with Electronic Medical Records, Telus PS Suites is preferred.
- Extremely skilled in time management and prioritization of tasks
- Knowledgeable of confidentiality and privacy practices specifically the Personal Health Information Protection Act
- Highly proficient in the use of Google products
- Excellent communicator – we work very closely with many partners, healthcare professionals, and community members.

What you can expect from us:

- Competitive wage: \$17.50 to \$22.00 + 6% in lieu of vacation
- We believe in work life balance and provide: 8 paid health and wellness days
- Being part of an organization that is doing meaningful work in the community!

Does this sound like something you may be interested in? Please email a copy of your resume and cover letter to Human Resources: carolyn@reachniagara.com .

We thank all applicants for their interest but only those selected for further consideration will be contacted.

REACH is an equal opportunity employer – we are committed to a diverse, equitable, and inclusive environment. We welcome all applications. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, REACH will provide accommodations through the recruitment process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.