

**Position: Full - Time Receptionist at Midwifery Care – North Don River Valley**

**6 months Contract with a possibility of extension**

We are a busy innovative practice of nineteen Registered Midwives. We provide comprehensive care for women throughout normal pregnancy, labour and birth. Our care continues for the mother and the new baby for six weeks following the birth. We are located in the Bathurst and Finch area and service North York, North Etobicoke and part of Southern York Region

**Responsibilities:**

- Greeting clients on arrival
- Answering phone calls
- Booking and rescheduling appointments
- Completing applications for midwifery care
- Filing, faxing, copying and data entry
- Stocking clinic rooms and bathroom
- Assembling new client charts, hospital and home birth packages etc.
- Booking appointments with physicians, hospitals and ultrasound clinics
- Ordering midwifery supplies
- Maintaining and organizing the waiting room

**Qualifications:**

- Two years experience as a Receptionist preferably in a health care environment.
- Good computer skills are essential ( MS Word, Excel and Access )
- Excellent organizational and interpersonal skills
- The ability to prioritize and execute multiple requests and tasks daily.

**Hours:** Monday to Thursday 8.30 am – 5.00 pm and Friday 8.00 am – 3:00 pm

**Start Date:** Immediately

**Salary Range:** \$ 16.00 - \$ 18.00 per hour

**Interested candidates should forward their resume to:**

Yanina Konig

Midwifery Care North Don River Valley

200 Finch Avenue West, unit # 109

North York, ON M2R 3W4

Fax # - 416-222-0096

E-mail: [admin.mcndrv@bellnet.ca](mailto:admin.mcndrv@bellnet.ca)

No phone calls please