

COMMUNITY MIDWIVES OF TORONTO

ADMINISTRATIVE ASSISTANT - MIDWIFERY CLINIC

Temporary Position – 40 hour work week (Monday-Friday)

Location – Downtown Toronto (Spadina and Bloor)

Application Deadline – Monday, June 30th 2022 at 5:00pm

Start Date – Monday, July 18th, 2022

Community Midwives of Toronto is a busy downtown midwifery clinic with eight midwives that serves a diverse population of approximately 200 clients and their families per year. We are seeking an experienced, dynamic, personable clinic administrator who will share in the operation of our clinic for the duration of a maternity leave. This is a position for a motivated 'self-starter' and a highly organized individual. The successful candidate will also have proven experience multi-tasking in a busy environment. The right candidate will provide support to a dynamic team of midwives and will enjoy interacting with women/birth parents and their families. The ability to speak multiple languages is an asset and we especially welcome BIPOC applicants and members of the LGBTTQ2S+ community to apply.

Core Qualifications

Minimum of 3 years administrative/admin assistant experience and reception experience including:

- Proven professional written skills and personable communication skills in working with the public.
- Developing and managing office systems including proficiency with Microsoft Office, database development, and internet interface.
- Experience with Telus PSS EMR software is an added value
- Successfully multi-tasking in a busy workplace environment
- Personable phone communication skills

Responsibilities

The administrative assistant works independently to:

- Maintain an up-to-date clinic, including electronic file management, operating a customized database, booking of appointments, answering phones, responding to voice and e-mail messages, faxing, contacting midwives with urgent results or queries.
- Perform office duties, including stock/supply/equipment inventory and control, coordinating adjunct service providers eg. cleaner/maintenance, IT support, etc.
- Routinely report and provide professional communications to the government and other agencies.
- Interface with families and liaise with other health care and social service providers.
- Maintain confidentiality regarding sensitive client information and demonstrate an understanding professional roles and responsibilities of administrators and midwives within the practice.

Salary and Benefits

The salary is competitive and commensurate with experience. Benefits are included.

Contact

Please send letter of interest and resume **with three references** to Community Midwives of Toronto:

Email: communitymidwivestoronto@rogers.com or Fax: 416-944-8013
Include in the subject line: Application for Administrator of Midwifery Clinic

No phone calls please. We will be contacting only those applicants we plan to interview.