



Practice Administrator Position-Maternity Leave Coverage

Community Midwives of Halton is a well established practice that services clients in the communities of Oakville, Milton, west Mississauga, Burlington and Waterdown. Our clinics are located in Oakville next to Oakville Trafalgar Memorial Hospital and downtown Milton. We serve a diverse population in our expanding community, seeking to provide inclusive, client centered care.

Our practice is seeking an experienced full-time administrator/office manager to cover a 1 year maternity leave, with a few months of training prior to the leave start (15 month contract). Anticipated start date early November, 2022. Responsibilities include monthly invoicing for a team of 13 midwives, ordering supplies and equipment for two clinic locations, and managing the office EMR (Accuro). Additional role duties will include creating contracts periodically, answering phone inquiries, and communicating regularly with midwifery clients, staff, as well as other stakeholders. Furthermore, this position will involve ensuring all financial records are shared with bookkeeper, and regular meetings with the practice partners. Hours are Monday-Thursday 8:00-4:30pm.

Excellent communication skills and experience with Accuro EMR are a must. Other computer program skills such as Word, Google Sheets, Excel are also preferred. Annual salary range \$41,000-\$45,000 based on experience.

We invite interested applicants to submit their CVs and letters of introduction to info@haltonmidwives.com with "Practice Administrator" as the subject, as we will begin interviewing in September. Only potential candidates will be contacted for a virtual interview.

For more information, please visit our website at www.communitymidwivesofhalton.com.