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Midwives Collective of Toronto seeks Part-time Receptionist

Midwives Collective of Toronto is looking for a reliable and friendly individual to join our support staff team. Our midwifery practice opened in 1983 and has been thriving ever since. We provide midwifery care to a diverse clientele which reflects the population of Toronto, and we invite folks without all listed qualifications to apply and tell us how you can do the job.

Responsibilities:

- Provide general reception duties such as front line greeting of clients and visitors, answering inquiries, and providing information to potential and current clients
- Primary contact between the midwives, their clients, and diagnostic laboratories
- Monitoring and responding to communication including phone, email, and internal messaging
- Receiving and reviewing incoming lab results
- Extensive use of electronic medical records (PS Suite)
- Booking, changing, and confirming appointments, arranging for interpreters
- Assisting with the smooth functioning of the office, and office maintenance
- Multitasking and prioritizing in a *very fast pace and highly demanding environment*

Qualifications and qualities we seek:

- Excellent communication skills, both written and oral
- Ability to work both independently and collaboratively
- Comfortable with computer programs and applications - we primarily use Google Workspace and PS Suite
- Knowledge of languages other than English is an asset
- Knowledge or interest in midwifery care, feminist & anti-oppression framework
- Experience working in medical office environment or training/certification (i.e. Medical Office Admin Program, Health Services program) is a huge asset

Pay: $22/hour, 32.5 hours per week at our Bloor Street location (Monday-Friday 11:30AM - 6:00PM, one hour paid lunch break, some schedule flexibility before 2pm)

Benefits: Extended healthcare and insurance benefits are granted after 3 months

This is a permanent position. Paid training and knowledge transfer can take place in late November/early December, based on trainer/trainee availability.

Please send your resume AND a cover letter explaining your interest before November 20th to:

Kate Hunter - manager@midwivescollective.ca

We thank all applicants for their interest but only those selected for an interview will be contacted.