

Midwifery Clinic – Part-time Receptionist – 1 Year Leave Contract

Midwives Collective of Toronto is looking for a reliable, hardworking, 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.

We are not seeking those with short term availability.

Responsibilities:

- To 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, letter preparation
- Receiving and reviewing incoming lab results - extensive use of electronic medical records (EMR)
- Booking, changing, and confirming appointments, arranging for interpreters
- Assisting with the smooth functioning of the office, and office maintenance
- Multi-tasking and prioritizing in a *very fast pace and highly demanding environment*

Qualifications:

- Knowledge of midwifery care, feminist & anti-oppression framework
- Experience working in medical office environment
- Training/certification (i.e. Medical Office Admin Program, Health Services program) an asset
- Excellent communication skills, both written and oral
- Ability to work both independently and collaboratively
- Comfortable with computer programs and applications including PS Suite EMR, Microsoft Office, Thunderbird email client
- Knowledge of languages other than English an asset
- Some post-secondary education an asset

Pay: \$18/hour,, 27.5 hours per week at our Bloor Street location (Monday-Friday 12:15PM - 6:00PM)

Benefits: Available after 3 months

Contract date: September 2022 – September 2023, Paid training will take place in August

Please send your resume AND a cover letter explaining your interest by July 25th, 2022 to:
Kate Hunter - Midwives Collective of Toronto
info@midwivescollective.ca

Interviews will be offered the first week of August. Only those selected for an interview will be contacted.