



Sages-Femmes Rouge Valley Midwives

Serving Scarborough, Ajax, Pickering & Whitby

1020-91 Rylander Blvd Toronto ON M1B 5M5
905-409-6447/416-286-2228 fax 416-286-2122
sagesfemmesrougevalleymidwives.com

PART-TIME ADMINISTRATOR

Sages-Femmes Rouge Valley Midwives (SRVM) welcomes applications for a part-time administrator to join the team at our friendly, dynamic and diverse practice. SRVM is a well-established practice, proudly serving childbearing families of Scarborough and Durham region for many years. Language diversity is an asset. The communities we serve are very diverse and have supported our practice since 2004.

You will be joining an established, knowledgeable team of office administration staff at our clinic located in east Scarborough. The role offers 15-20 hours/week, typically Monday through Wednesday. Flexibility to accommodate occasional vacation and sick day coverage for your teammates is preferred.

Responsibilities include:

- Providing general reception duties such as front line greeting of clients and visitors, answering inquiries, and providing information to potential and current clients
- Providing contact between the midwives, their clients, and diagnostic laboratories
- Booking and changing appointments
- Monitoring and responding to communication including phone, email, and electronic records
- Maintaining record-keeping protocols
- Assisting with the smooth functioning of the clinic
- Multi-tasking and prioritizing in a briskly-paced environment

Qualifications:

- Experience working in an administrative role
- Excellent communication skills, both written and oral
- Excellent customer service skills
- Ability to work both independently and collaboratively
- Comfortable with computer programs and applications
- Knowledge of midwifery care and anti-oppression framework preferred
- Knowledge of languages other than English an asset

To express your interest in this role, please forward your resume to hpenner@srvm.ca.

*Carolynn Prior RM
Katrín Hassanzadeh RM
Natasha Singh RM*

*Claudette Leduc RM
Cara Begg Reid RM
Donna Carter RM*

*Ozra Pashmi RM
Laura Keere RM
Maryam Rahimi-Chatrī RM*