

Practice Administrative Assistant Position Available Immediately

Community Midwives of Halton is a busy practice located in Oakville, which currently has 13 midwives affiliated with the clinic. We have a second satellite office in Milton with no admin on site.

We are seeking an energetic person to fulfil an administrative assistant position, whose primary role is to support client midwifery services. The position is largely client-interactive, and the successful candidate will be the first point of contact for clients by answering phone inquiries and responding to emails, as well as interacting with clients arriving for appointments. Responsibilities include scheduling of clients upon intake into care, as well as informing clients of clinic protocols and outside referral appointments. Additional role duties will also include sending electronic COVID screening questionnaires, greeting clients on arrival and ensuring client screening and related COVID protocols are adhered to. Furthermore, this position will involve working within an EMR platform, filing results, restocking supplies in clinic rooms, and preparing home birth kits. Strict COVID protocols are in place within the workplace as we serve a vulnerable population. Some work from home hours can be accommodated after the initial training and in co-ordination with our administrator. Office hours are Monday-Thursday from 8:00-4:30pm.

Friendly, patient and tactful people skills are a must. Strong computer skills (Word, Excel) are required, and prior experience with Accuro EMR is preferred. Additional training will be provided to the successful candidate. Salary is negotiable. Work week consists of approximately 36 hours, and benefits will include a comprehensive benefits package offered through our midwifery association.