



MIDWIFERY CARE
NORTH DON RIVER VALLEY

Medical Receptionist Position

Midwifery Care~North Don River Valley.

35 hr work week with alternate Fridays off.

Start Date: As Soon As Possible

Midwifery Care~North Don River Valley is a practice of 12 midwives who provide comprehensive care to women throughout their pregnancy, labour and birth and postnatal care to women and their babies for 6 weeks following the birth. Our office is located on Finch Avenue between Yonge and Bathurst.

Responsibilities:

- Answering & triaging phone calls.
- Booking and rescheduling appointments.
- Greeting clients on arrival.
- Stocking & cleaning clinic rooms and bathrooms.
- Assembling home birth packages.
- Completing initial intake forms.
- Booking appointments with doctors' offices, hospitals and ultrasound clinics
- Ordering midwifery supplies.
- Maintaining and organizing the waiting room.
- Filing, faxing, copying and typing.
- Assisting the Practice Manager

Qualifications:

- Two years experience as a Receptionist preferably in a health care environment
- Good computer skills are essential (MS Word, Excel, Access)
- Experience with EMR is considered an asset.
- Excellent organizational and interpersonal skills including communication.
- The ability to prioritize and execute multiple requests and tasks each day.

An excellent salary and benefit package offered depending on experience.

If interested please forward your resume to mail@midwiferycare-ndrv.com.

Only applicants selected for an interview will be contacted.

Website: www.midwiferycare-ndrv.com

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