



Midwives of Headwater Hills in Orangeville is seeking an energetic and organized practice administrator to join our team. Our practice opened in November 2009 and includes five full time midwives. We need a strong, dedicated practice administrator to support us in providing high-quality care to the families in Orangeville and the surrounding areas.

**Duties include (but are not limited to):**

- reception: welcoming clients, answering phones, scheduling appointments, answering emails
- filing and preparing charts, photocopying, faxing records
- receiving and sorting mail and packages, preparing outgoing mail
- answering basic questions about our practice and midwifery care for women calling in for information
- keeping clinic rooms stocked, ordering and monitoring stock and supplies
- maintaining organization of clinic inventory, charts, files and IT equipment
- preparing monthly invoices and reports
- preparing home birth supplies and birth pools for client use
- liaising with community partners and agencies
- supporting midwives in the practice with organizing and assisting with promotional and non-clinical duties.

**Skills required:**

- excellent organization skills and attention to detail
- solid communication skills (oral and written)
- the ability to self-direct, prioritize and multitask
- high degree of competence with office equipment/computer software including Microsoft Office, Excel
- a friendly, professional, approachable attitude, enthusiasm and good sense of humour.
- reception experience, administrative or similar diploma preferred.

**Our current position is for 32 hours a week, with a start date of mid-October. Hourly compensation based on experience.**

**Please email your resume to us asap at [info@midwivesofheadwaterhills.ca](mailto:info@midwivesofheadwaterhills.ca) or by fax at**

**519-941-2696.**