



mountain midwifery care

Clinic Administrator – Midwifery Practice

Position: Clinic Administrator

Location: Mountain Midwifery Care, Hamilton, ON

Hours: Full-time (36-40 hours/week)

Wage: Hourly wage commensurate with experience

Start date: Summer 2025

About Us

We are a warm, client-focused midwifery practice committed to respectful, evidence-based care for birthing people and their families. Our team values community, collaboration, and inclusive care.

Job Description

We are seeking an organized and compassionate Clinic Administrator to support the day-to-day operations of our midwifery clinic. This role is central to client communication, scheduling, billing, and supporting our midwifery team.

Key Responsibilities

- Greet and support clients in-person and by phone/email
- Schedule appointments using electronic medical records (Accuro experience an asset)
- Maintain client records and charts in compliance with PHIPA
- Manage billing (OHIP, uninsured services, etc.)
- Order office and clinical supplies
- Maintain a clean and welcoming clinic environment
- Liaise with labs, hospitals, and other care providers
- Support clinic organization and projects as needed

Required Qualifications

- Previous experience in a clinic, midwifery, or health setting preferred
- Excellent communication and interpersonal skills
- Strong organizational skills with attention to detail
- Comfortable working independently and collaboratively
- Proficient with computers; EMR/Accuro experience an asset
- Sensitivity to diverse client needs and inclusive care

What We Offer

- A supportive, values-driven work environment
- Flexible hours and meaningful work
- Opportunities for skill development

To Apply

Please email your resume and cover letter to **info@mountainmidwiferycare.com** by **July 11, 2025**. We encourage applications from members of equity-seeking communities.