

## Midwifery Clinic needs an Afternoon Part-time Receptionist

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Midwives Collective of Toronto is looking for a reliable, hardworking, and friendly individual to join our support staff team. Our midwifery practice opened in 1983 and has been thriving ever since. We provide midwifery care to a diverse clientele which reflects the population of Toronto.

### Responsibilities:

- Provide general reception duties such as front line greeting of clients and visitors, answering inquiries, and providing information to potential and current clients
- Primary contact between the midwives, their clients, and diagnostic laboratories
- Monitoring and responding to communication including phone, email, letter preparation
- Receiving and reviewing incoming lab results
- Extensive use of electronic medical records (PS Suite)
- Booking, changing, and confirming appointments, arranging for interpreters
- Assisting with the smooth functioning of the office, and office maintenance
- Multitasking and prioritizing in a *very fast pace and highly demanding environment*

### Qualifications:

- Knowledge of midwifery care, feminist & anti-oppression framework
- Experience working in medical office environment
- Training/certification (i.e. Medical Office Admin Program, Health Services program) an asset
- Excellent communication skills, both written and oral
- Ability to work both independently and collaboratively
- Comfortable with computer programs and applications - we primarily use Google Workspace and PS Suite
- Knowledge of languages other than English is an asset

**Pay:** \$20/hour, 22.5 hours per week at our Bloor Street location (Monday-Friday 1:30PM - 6:00PM)

**Benefits:** Available after 3 months

**This is a permanent part-time position.** Paid training and knowledge transfer can take place in late November and December, based on trainer/trainee availability.

Please send your resume AND a cover letter explaining your interest by October 31st to:

Kate Hunter - Midwives Collective of Toronto  
manager@midwivescollective.ca

Interviews will be offered the first week of November. We thank all applicants for their interest, but only those selected for an interview will be contacted.