

Riverdale Community Midwives of Toronto

Midwifery Clinic Receptionist Position

Riverdale Community Midwives of Toronto

Toronto, ON

\$17 - \$20 an hour - Part-time, Permanent

34 hr work week

Start Date: As Soon As Possible

Riverdale Community Midwives is a practice of 9 midwives who provide comprehensive care to pregnant people throughout their pregnancy, labour and birth and postnatal care to birthing people and their babies for 6 weeks following the birth. Our office is located on River & Queen East. We are seeking a friendly and dynamic receptionist for our office.

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, interpersonal skills and communication skills.
- The ability to prioritize and execute multiple requests and tasks each day.

· **Benefits package offered after 3 months.**

· Application deadline: 2021-05-07

· Job Types: Full-time, Permanent

- Salary: \$17.00-\$20.00 per hour
- Remote interview process