
RIVERDALE COMMUNITY MIDWIVES – HEAD ADMINISTRATOR - FULL-TIME POSITION

48 RIVER STREET, TORONTO, ON M5A 3N9, EMAIL: INFO@RIVERDALEMIDWIVES.COM

Riverdale Community Midwives is a vibrant midwifery clinic committed to providing comprehensive and compassionate care for expectant parents and their families in the Toronto area. With a dedicated team of experienced midwives and healthcare professionals, we strive to create a supportive and nurturing environment for women during the crucial stages of pregnancy and childbirth. We are currently seeking a skilled and passionate Head Administrator to join our team and contribute to our mission of delivering exceptional care and support to our clients.

THE ROLE:

As the Head Administrator, you will play a pivotal role in ensuring the smooth and efficient operation of our clinic. You will be responsible for overseeing all administrative functions, managing administrative staff, and coordinating various aspects of our clinic's day-to-day operations. Additionally, you will work closely with the clinical team to maintain a high standard of patient care and ensure that all administrative processes align with our clinic's values and mission.

OVERVIEW OF KEY RESPONSIBILITIES:

- Lead and supervise administrative staff, providing guidance, support, and training as needed.
- Collaborate with the clinical team to ensure seamless coordination between administrative and clinical functions.
- Oversee and manage the daily administrative operations of the clinic, including scheduling, billing, and patient records management.
- Implement and maintain efficient office policies and procedures to enhance overall productivity and effectiveness.
- Manage and maintain relationships with external stakeholders including vendors, insurance providers, and regulatory agencies.

QUALIFICATIONS:

Ideally you are a person with a minimum of 2 years experience in the field of office management, is familiar with being in a healthcare or clinic management role and has demonstrated leadership and administrative skills.

ADDITIONAL ASSETS:

- Strong understanding of healthcare operations, including knowledge of medical billing procedures, patient management systems, and regulatory compliance.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with a diverse team of healthcare professionals and administrative staff.
- Proven track record of implementing and improving administrative processes to enhance overall clinic efficiency and patient satisfaction.
- Ability to prioritize tasks, solve problems, and make informed decisions in a fast-paced healthcare environment.

Start date: Mid-November, 2023

Weekly hours: Monday to Friday 9am-5pm

Salary: Starting at \$55,000 - \$65,000 based on experience

Deadline for applications: November 6th, 2023

Please submit your Resume and Cover Letter via email to:
Administrator at Riverdale Community Midwives – info@riverdalemidwives.com

Thank you for your interest in Riverdale Community Midwives.
Only those selected for an interview will be contacted
