



**Job Opportunity**  
**Receptionist, Health Centre**  
**(up to 12-month contract working 35 hours/week)**  
Sipekne'katik First Nation  
Extended closing date: **May 13, 2021**

**General Description:**

Reporting to the Health Director, this position provides administrative and additional support services to the Health Centre including answering phones, photocopying, faxing, updating daily log book, greeting the public and directing enquiries.

**Responsibilities:**

- Play a key role in the maintenance of records. This includes the creation of new charts, as clients are admitted, and the creation of a revised client filing system for Public Health.
- Assist in the management of developmental clinics by:
  - creating new charts and organizing previous charts as required; and,
  - faxing referrals and maintaining a referral registry.
- Assist in the management of health clinics by:
  - scheduling appointments;
  - ensuring the forms are available and accessible; and,
  - faxing referrals and maintaining a referral registry.
- Assist the nurse in the case management of Diabetes clients, that includes scheduling routine checks for services in Footcare, Hearing, Dentistry, Dental Hygienist, Diabetes appointments, and other client services that are offered at the Health Centre.
- Order clinical cleaning supplies as required.
- Safeguard patient privacy and confidentiality.
- Greet incoming clients and visitors in a friendly and positive way.
- Answers incoming calls as well as take and deliver accurate messages.
- Accurately directs caller to the appropriate people courteously and professionally.
- Answer client's inquiries, as needed, and/or directs the inquiry to the person best able to answer.
- Register new patients according to established office protocols.
- Assist patients in the completion of all necessary forms.
- Verify and update patient information.
- Direct patients through appointments as scheduled.
- Schedule appointments as required.
- Confirm upcoming appointments for Doctors, Nurse Practitioner, Dentist, and Dental Hygienist.
- The receptionist will be expected to help in the reception area to keep appointments, calls and visits running smoothly.
- Abide by and respect the HR and Financial Policies of the band.
- Other related duties as assigned and approved by the director

**Qualifications:**

- Medical Office Administration Certificate, or equivalent with training provided, if required.

SIPEKNE'KATIK  
522 Church Street  
Indian Brook, NS  
B0N 1W0

Tel: 902.758.2049  
Fax: 902.758.2017



- Must be able to effectively deal with the public and maintain a high level of confidentiality.
- Proficient with general computer knowledge
- Ability to work with difficult clients in stressful situations.
- Ability to Multi-task and work as part of a team as well as independently.
- Must pass a Criminal Records Check and Vulnerable Sector Check.
- Must have reliable transportation and a valid Driver's License.

Please apply with a resume, cover letter, criminal records check, vulnerable sector check and three work references to:

Human Resource Manager

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

**DEADLINE: May 13, 2021**

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***