



Career Opportunity
Health Center Receptionist
(1 year term – Mat Leave Coverage)

Closing:
October 3, 2024

Anticipated Start Date:
October 21, 2024, or earlier

Salary:
\$34,962.20 annually

General Description:

Reporting to the Health Director, the Health Center Receptionist provides administrative and additional support services to the Health Centre including specific duties related to coordination, monitor and tracking services to the Suboxone Program. This will include greeting the public and directing inquires, scheduling meetings, directing drop in traffic to the appropriate offices, receiving and redirecting telephone calls, distributing incoming mail, preparing outgoing mail and maintaining an attendance register.

This position will be required to maintain a pleasant cooperative, efficient and professional working relationship with staff and general public.

Responsibilities:

- Safeguard patient privacy and confidentiality
- To play a key role in the maintenance of records. This would include the creation of new charts for new clients are admitted into the Suboxone program
- To assist in the management of development clinics:
 - Creating new charts and organizing previous charts as required
 - Faxing referrals and maintaining a referral registry
- To assist in the management of health clinics:
 - Scheduling appointments
 - Ensuring the forms are available and accessible
 - Faxing referrals and maintaining a referral registry
- To assist the nurse in the case management of Diabetic clients, to include scheduling of routine checks, Footcare, Hearing, Dentist, Dental Hygienist, Diabetes and other client services that are offered at the health center



- Order clinical cleaning supplies as required
- Ability to work with difficult clients in stressful situation's
- Answer incoming calls
- Accurately directs caller to the appropriate people courtesy and professionally
- Answers client's inquiries, as needed and /or directs the inquiry to the person best able to answer
- Register new clients according to established office protocols
- Assist patients to complete all necessary forms
- Verify and update patient information
- Direct Patients through appointment as scheduled
- Schedule appointments as required
- Confirm upcoming appointments for Doctors, Nurse Practitioner, Dentist and Dental Hygienist
- Willing to take more training
- Must be able to work as a part of the team and independently
- The receptionist will be expected to help in the reception area to keep appointments, calls, and visits running smoothly

Qualifications and Experience/Skills:

- Medical Office Administration Certificate is required
- Experience is an asset
- Must be able to effectively deal with the public
- Needs a knowledge of medical terminology
- Must have Valid Driver's license and reliable transportation
- Must have current CPR, WHMIS and OHS
- Proficient with Email and Microsoft Office (Word, PowerPoint, Excel).
- Experience working in a First Nations Community is preferred.
- A NS Child Abuse Registry and Criminal Records check is required.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

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.