



Medical Receptionist – Summer Contract (Keswick Site)
35 hours per week
June 10-August 2, 2024
\$17.55 per hour

The Vaughan Community Health Centre is a not-for-profit, community-governed organization providing primary health care, social services, and illness prevention programs primarily to the residents of the Western and Northern York Region. We serve those people experiencing barriers to accessing health care services due to culture, language, age, chronic illness, or the like. As part of the health promotion framework of our services, we work in partnership with other community-based health and social service organizations to address individual, family and community needs.

The VCHC has expanded its primary health care services. Specifically, the VCHC has implemented a direct referral system to improve access to inter-professional care by allowing non-team-based family physicians to connect vulnerable (medically and socially complex) patients to services available at the VCHC.

This position is to work at the Keswick site.

POSITION SUMMARY:

The Medical Receptionist (MR) will provide administrative support to VCHC's Reception Team at the Keswick site. As part of VCHC's reception team, the MR will work directly with VCHC's clients and alongside a team of allied health care professionals. The MR will act as the first point of contact for VCHC clients and visitors.

RESPONSIBILITIES:

- Provide support to VCHC's reception team by typing, filing and scanning medical records, answering phones, answering enquiries from clients, maintaining and providing files upon request.
- Fill-in for reception team members during their absences
- Provide general clerical and administrative services to the Centre as needed.
- Upkeep the supply cupboard, ensuring that there is paper in the photocopier machine, information on the bulletin board is kept current and counters are kept clean and tidy.
- Facilitate internal communications by posting material on bulletin boards as requested.
- Greeting visitors, answering or redirecting general inquiries in person, by telephone, and via email.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

This position is funded by the Government of Canada, the candidate must be a youth who:
a) is between 15 and 30 years of age (inclusive) at the start of employment;



- b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and
- c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- d) identifies with one of the following groups that are underrepresented in the labour market, including Black and other racialized youth, Indigenous youth, 2SLGBTQI+ youth.

Additional qualifications include:

- Post-secondary level of education is preferred (e.g. College or University).
- Interested in pursuing a career in health care, social services or administrative fields in their future studies.
- Proficiency and experience working in a computerized environment.
- Experience in dealing with the public in a mature, respectful, and helpful manner.
- Great interpersonal and communication skills.
- Second language, relevant to the VCHC demographic area is an asset.

Interviews will occur on rolling basis; please apply as soon as you can.

Successful candidates must undergo a Vulnerable Sector Screening reference check to the satisfaction of the Vaughan Community Health Centre. Proof of full COVID19 vaccination (1st and 2nd dose, booster) is required.

Please send your cover letter and resume to:

Medical Receptionist Hiring Committee
c/o Vaughan Community Health Centre Head Office
9401 Jane Street, Suite 206
Vaughan, Ontario L6A 4H7

Email: vchcjobs@vaughanchc.com

Fax: (905) 303-9444

www.vaughanchc.com

While applications are preferred via email, you are welcome to apply by fax, mail or in person.

Accommodations during the recruitment, selection, and interview processes will be provided in accordance with the Ontario Human Rights Code if needed. If you need accommodation during the hiring process, please call us at (905) 303-8490 ext.2631 to provide your contact information and a member from the hiring Committee will contact you.

Vaughan Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. We are committed to excellence and hire based on merit. We thank all candidates in advance for their interest, however, only those selected for an interview will be contacted.



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