



## JOB POSTING INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

**Position Title: Medical Receptionist/Secretary 0.6 FTE**

**PART/Program: Whitewater Bromley Community Health Centre**

**Site Location: Eganville/Cobden/Beachburg**

### Position Summary:

The Medical Receptionist/Secretary is an integral member of the Administrative team providing a wide range of reception and secretarial duties to all components of the Whitewater Bromley Community Health Centre including but not limited to ongoing telephone services to clients, business contacts. The Medical Receptionist/Secretary also provides a full range of clerical and administrative support functions to the team.

### Qualifications:

- Diploma in Office Administration or Business Administration or an equivalent combination of education and experience
- Medical Terminology Certificate an asset
- Experience in Electronic Medical Records
- Additional Training in computer software and database applications

### Reporting Relationship:

The Medical Secretary reports directly to the Nursing/Admin Supervisor.

### Conditions of Employment:

Hours of work will be developed in collaboration with the successful candidate to ensure a healthy work-life balance. A schedule of work will be based on the organization's hours of operation and program requirements and will include some evenings.

### How to apply:

Please submit curriculum vitae and covering letter by **Noon, September 23, 2020 to:**

Tamela Kennedy, Administrative Assistant

**Attention: Cathy Tubby, Nursing/Admin Supervisor**

[tkennedy@wbchc.on.ca](mailto:tkennedy@wbchc.on.ca)

Fax: (613) 582-7095

If at any stage in the selection process you require an accommodation due to a disability please contact us.

*The Whitewater Bromley Community Health Centre, a part of Lanark Renfrew Health & Community Services, is a fully accredited health centre providing primary health care, health promotion services and illness prevention services. LRHCS is a HOOPP employer.*

