

EXTERNAL

The North Lambton Community Health Centre is a community governed health centre serving identified priority populations in a defined catchment area. The Centre operates multiple sites in Ontario: **Forest, Kettle & Stony Point, Watford, and Sarnia.** Our interdisciplinary team of providers includes: physicians, nurse practitioners, registered nurses, social workers, health promoters, dietitians and physiotherapists.

Receptionist

6 Month Contract – 30 hours/week

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| Monday | 8:00 a.m. – 4:30 p.m. | Watford |
| Tuesday | 12:30 p.m. – 8:00 p.m. | Kettle Point |
| Wednesday | OFF | |
| Thursday | 8:00 a.m. – 4:00 p.m. | Kettle Point |
| Friday | 8:30 a.m. – 4:30 p.m. | Kettle Point |

The Receptionist will provide telephone communication with clients and visitors, schedule appointments, coordinate client flow and clerical duties.

Qualifications:

- 2-5 years' experience as a receptionist in a health care facility.
- Exceptional interpersonal skills and expertise in dealing with the public.
- Ability to multi-task and manage frequent interruptions.
- Computer proficiency, medical terminology, experience with electronic records.
- Understanding of the Community Health Centre Model of Care is an asset.

Flexible hours of work are required. The incumbent will be required to work at all sites. This is a temporary, contract, position that includes pay in lieu of benefits and the opportunity to join HOOPP.

Interested applicants please submit a resume and cover letter, indicating the position applying for, to:

Jodi Peters

Human Resources Assistant
North Lambton CHC
#3-59 King Street West
Forest, Ontario, N0N 1J0
Phone: 519-786-4545
Fax: 519-786-6318

Email: jpeters@nlchc.com



North Lambton Community Health Centre is committed to fostering an inclusive, equitable and accessible environment where all employees and clients feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the communities in which we live and serve, and where every team member has the opportunity to reach their full potential. While we thank all applicants for their interest, only those selected for an interview will be contacted. If contacted, please inform us should accommodation be required.

Closing Date: January 23, 2019