

## **Employment Opportunity Clerk-Receptionist**

### **Job Summary**

As part of the administrative team, the Clerk-Receptionist will perform reception duties including receiving and referring clients and calls and referring to the appropriate service, and assisting clients with the completion of health service forms. Clerical duties will include the provision of administrative support including the maintenance of client, personnel, program, financial, resource and administrative files; organization of Non-Insured Health Benefits (NIHB) information for clients, the maintenance of good supply of office and medical supplies and program resources and other duties as assigned.

### **Job Duties**

- a. Reception duties to include receiving clients and calls in a sensitive and confidential manner; assist with forms and applications, provide information and direct clients, callers and visitors to appropriate services.
- b. Provision of clerical services including processing of mail, documents and dissemination of same
- c. Maintenance of Health Centre records (personal health records, program files, resource files and administrative files)
- d. Processing of client information within the Electronic Medical Records systems (EMR) and the Health Information System (HIS) and assisting clients with access to Non-Insured Health Benefits (NIHB) and other services.
- e. Ensuring administrative staff are aware of workplan, proposal and reporting deadlines, and collecting and distributing same
- f. Assisting with data collection and compilation as required
- g. Assistance with access to general health services and information
- h. Other duties as assigned

### **Qualifications:**

#### **a. Education and Experience:**

- Secondary school diploma (must provide proof).
- College level medical secretary education preferred
- Three years' experience working in an administrative/clerical setting
- Experience working in First Nation communities
- Experience working with electronic medical records and/or other health information systems preferred
- Familiarity with third party benefit programs, particularly Non-Insured Health Benefits (NIHB) preferred

#### **b. Required Knowledge, Abilities and Skills:**

- Knowledge of local culture, government, and services
- Excellent computer skills (Microsoft office Pro), ability to use other office equipment
- Minimum of 35 wpm keyboarding/typing skills
- Excellent verbal communication and written communication skills

### **Application:**

- a. Your application must include a cover letter, resume, & three letters of reference in order for you to be considered for an interview.
- b. Please submit your complete application as described above to:  
Health Director  
Kettle & Stony Point Health Services, 6275 Indian Lane, Kettle & Stony Point First Nation, Ontario, N0N 1J1  
Fax: 519-786-4541
- c. **Deadline: All applications must be received by 4:00 pm on Friday, June 15, 2018**

Chippewas of Kettle & Stony Point First Nation gives preference to First Nation applicants for employment opportunities as per Section 16(1) of the Canadian Human Rights Act.

Only candidates selected for an interview will be contacted.

The successful candidate must provide a Police Record Check (C.P.I.C-Vulnerable Sector) and be willing to sign a background consent form.