



CAREER OPPORTUNITY

GROW WITH US

Medical Receptionist & Clerk

Northern College is seeking a Medical Receptionist & Clerk at our East End Family Health Team. The successful candidate will be an approachable team player with good organizational skills, time management skills, and customer service. Additional education/training in the Health Sciences field (i.e.: PSW, RPN, etc.) would be an asset.

At Northern College, we're committed to the ongoing success and development of everyone who passes through our learning spaces, whether they be our students, employees or community members. We believe in investing in those who invest in us, constantly working to build a collaborative and friendly working environment while offering top tier benefits and generous pension packages to our eligible full-time employees with purposeful, rewarding work, supportive supervisors and positive, engaged work teams.

Reporting to the Administrative Lead, the successful candidate will provide reception services as well as diverse administrative and clerical support services to the Core Team members, consulting medical professionals and referral agencies for the East End Family Health Team (EEFHT).

What you will be doing:

- Ensure the smooth operation of the EEFHT clinic office and reception area by exercising organizational and administrative skills;
- Provide clerical duties for the clinic, including maintaining of medical records (both hard copy and electronic),
- Establish and maintain appropriate medical filing systems and information to facilitate the retrieval and processing of confidential client information/documentation; and
- Complete OHIP and third party billing, roster and de-roster patients, explain breakdown of fees and other information to patients and collect and process payments.

A detailed job description is available from the Human Resource Services department.

What you will need to be considered:

- Office Administration Certificate or related/ relevant field of study; and
- Minimum one year of experience in a related field.

What Northern has to offer:

- Defined benefit pension plan;
- Professional development opportunities;
- Wellness programs; and
- Employee Assistance Program.

The incumbent may be required to provide a criminal reference check.

As part of Northern College's action on reconciliation, the College recognizes its responsibility to make a difference through increasing the number of Indigenous employees who work in the academic field. We encourage applicants who identify as Indigenous to apply.

Northern College is committed to an inclusive, barrier-free selection process. To request reasonable accommodation at any time during the selection process, please contact the Human Resource Services department. Information received relating to accommodation needs of applicants will be addressed confidentially.

Northern College values diversity and is an equal opportunity employer.

We thank all applicants for their interest in Northern College, only those to be interviewed will be contacted.

To apply, submit your covering letter and resume online at www.northerncollege.ca/careers/

CLASSIFICATION: Support Staff

STAGE: Internal/External

STARTING SALARY: \$ 26.77

START DATE: Mar. 24/25 to Aug. 31/25

HOURS OF WORK: 0-35 hrs/wk

STATUS: Appendix D - Leave Replacement/On Call

CAMPUS: Timmins

SALARY RANGE: \$26.77 to \$31.01 (Payband D)

CLOSING DATE: Open Until Filled

COMPETITION#: 25-09