



Part-Time Clerical

This position requires collaborative work with diverse team members. The Clerical position is responsible for providing reception services and administrative/clerical support services to the Huron Shores Family Health Team. Confidentiality must always be ensured. The Part-Time Clerical will work out of the primary care site in Blind River. If you are a problem solver with an outgoing personality, professional in your approach, organized and efficient in your work, we would like to meet you!

Duties include:

- Schedule appointments and registering patients
- Maintain reception area, medical records area and waiting area
- Greet people coming into the office and provide appropriate direction of information
- Answer telephones and provide information as required
- Photocopy and organize documents for distribution, mailing and filing
- Process incoming and outgoing mail, manually or electronically
- Perform miscellaneous job-related duties as required

The above duties are representative, but are not to be considered all-inclusive.

Position Details:

- Part Time Contract (Approximately 15 – 20 hours per week)
- Availability to work full-time hours while covering vacation

Spots Available/Location:

1 Part-Time Position – Blind River

To Apply:

Interested applicants may submit a resume and cover letter via email to: aspooney@nshn.care by May 3, 2024.

Attention: Alyssa Spooney, Executive Director
Huron Shores Family Health Team
525 Causley Street
Blind River, ON. P0R 1B0

Huron Shores Family Health Team (HSFHT) has a COVID-19 Vaccination Policy that requires covered individuals to take part in COVID-19 vaccination programs recommended by Public Health; unless they are approved for a human rights accommodation from HSFHT. Compliance with this policy is mandatory for this position.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

Huron Shores Family Health Team welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in this position. Only candidates selected for an interview will be contacted.