



Sault Community Health Centre

POSITION: Receptionist-Permanent Full Time
JOB POSTING #: 26-001
POSTING DATE: January 15,2026 **APPLICATION DEADLINE:** January 23,2026

The Sault Community Health Centre (SCHC) is a dynamic, forward-thinking clinic providing primary health care services in a patient-centered, inter-disciplinary model of care, and working in collaboration with other health organizations and social services to ensure that patient needs are met. SCHC is a proven leader effecting positive change in the healthcare community through assessment and program development to meet community needs. Our team members are encouraged to develop leadership skills and to contribute to the design and implementation of programs.

Compensation

- Annual salary of \$37,000 to \$43,667 to commensurate with experience.
- Comprehensive health benefits plan
- Health Care of Ontario Pension Plan (HOOP)
- Vacation package
- Professional development opportunities

Operations

- Monday to Friday
- 37.5 hours
- Weekends and holidays off

After hours clinics may be held from time to time to meet specific patient and community

Position Summary:

The receptionist of the Sault Community Health Centre (SCHC) provides clerical support to ensure effective operations by providing responsive and efficient support in a confidential and professional manner. The successful candidate will possess excellent organizational and communication skills and contribute to the ongoing development, implementation and evaluation of structure, policy, and capacity within the Sault CHC to meet the goals of our patients.

Duties, responsibilities, and skills include, but are not limited to:

The successful candidate will possess the following:

- Strong organizational skills, good judgment, time management, attention to detail and priority setting abilities; multi-tasking skills.

Respectful Equitable Accessible Collaborative Healthcare

120 Brock Street, Sault Ste Marie ON P6A 3B5
T: 705-992-5153 F: 1-855-450-2033
Website: <http://saultcommunityhealthcentre.ca>

- Excellent interpersonal skills and the ability to interact with colleagues, patients and community partners in a professional manner.
- Exceptional verbal and written communication skills.
- Exceptional client service skills.
- Ability to work as part of a team with a variety of health service providers.
- Ability to work independently and as part of a team in a professional manner respecting patient confidentiality and program integrity.
- Fluency in English.
- Microsoft Office skills would be considered an asset:
- Exhibit an ability to be open and non-judgmental.
- Knowledge of the goals and structure of the organization, the policies and procedures and the programs.
- Greet and assist patients, visitors, and staff in a courteous and professional manner
- Answer phone calls, schedule appointments, and manage calendars
- Verify patient information, update records, and process paperwork
- Maintain confidentiality in accordance with PHIPA and organizational policies

Qualifications:

Education and Experience

- Minimum 2 years' working experience in a medical environment.
- Current Police Check for Vulnerable Persons
- Medical Terminology
- Computer Skills
- Ability to work at fast pace

To apply:

Interested candidates are asked to submit a cover letter no longer than 1 page and a current resume with 3 work-related references to: jmarshall@saultchc.ca, **attention Jamie Marshall. Subject line: Receptionist Posting.**

The Sault Community Health Centre working environment is inclusive and barrier free, operating within the Ontario Human Rights Code/AODA. Please notify us if accommodations are necessary for the interview.

We thank all applicants for their interest, but only those candidates selected to be interviewed will be contacted.

Respectful Equitable Accessible Collaborative Healthcare

120 Brock Street, Sault Ste Marie ON P6A 3B5

T: 705-992-5153 F: 1-855-450-2033

Website: <http://saultcommunityhealthcentre.ca>