



Sault Community Health Centre

Job Title: Receptionist

Location: Sault Community Health Centre. 120 Brock St. Sault Ste Marie ON

Employment Type: Full Time

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.

Position Overview

We are seeking a friendly, organized, and professional receptionist to join our team. The ideal candidate will serve as the first point of contact for patients and visitors, providing exceptional customer service and efficient administrative support to ensure smooth daily operations of the health office.

Responsibilities

The following list of duties is not intended to be all-inclusive. Duties and qualifications may change. The employee will be notified of any changes to duties and qualifications in a timely manner and provided with adequate time to obtain/complete any training required to provide their new responsibilities.

The incumbent will:

- 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
- Handle billing inquiries and process payments as needed
- Coordinate communication between patients and medical staff
- Perform general clerical duties such as filing, faxing, scanning, and data entry
- Assist with health office inventory and supply management
- Shred documentation as required
- Liaise with the office manager, Executive Director.
- Type, photocopy, sort incoming mail and distribute; accordingly; prepare outgoing mail
- Maintain a safe environment (i.e. mop spills, replace paper towels and toilet paper, refill soap dispensers and empty garbage cans as necessary)



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- Supervise/orientate new staff and volunteers as required.
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Qualifications

- High school diploma or equivalent (associate degree preferred)
 - Previous experience in a healthcare, school, or office setting preferred
 - Strong communication and interpersonal skills
 - Proficiency in Microsoft Office Suite and electronic health record (EHR) systems
 - Excellent organizational and multitasking abilities
 - Ability to work independently and at a quick pace
 - Knowledge of medical terminology is a plus
 - Ability to always maintain professionalism and confidentiality
 - Have excellent interpersonal skills to interact tactfully and diplomatically with the public, colleagues and professionals.
 - Have good organizational skills
 - Be able to communicate effectively in written, verbal and electronic format
 - Have good grammatical and spelling skills
 - Be able to work collaboratively with a multi-disciplinary team
 - Training/experience with computers and related software
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Compensation

- Annual salary of \$37,000-\$43,667 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 needs

Please submit your **resume** and a brief **cover letter** to jmarshall@saultchc.ca by November 14, 2025. Please include 3 professional references.