



**CENTRE DE SANTÉ COMMUNAUTAIRE DE NIPISSING OUEST  
WEST NIPISSING COMMUNITY HEALTH CENTRE**

*The West Nipissing Community Health Centre offers primary health care as well as health prevention, education and promotion programs to the residents of the Municipality of West Nipissing.*

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**THE CENTRE IS SEEKING A:      RECEPTIONIST (Bilingual position)**

**POSITION:** Part-time

**RESPONSIBILITIES:**

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- Communications support and clinical duties.
- Greet clients, notify staff of their arrival and schedule medical appointments.
- Maintain electronic client records.
- Manage appointments and/or referrals of clients to specialists as needed;
- Administrative support

**QUALIFICATIONS:**

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***Education:***

- Post-secondary education in an appropriate field (office administration, medical secretary).

***Experience:***

- Three (3) to five (5) years of relevant experience in a computerized environment, preferably in a health related setting.

***Knowledge and skills:***

- Bilingual: verbal and written communications skills in French and English
- Excellent knowledge of computers and experience in various software applications
- Excellent communication skills
- Strong organizational, multitasking and problem solving skills
- Ability to adapt
- Must be able to work flexible hours
- A criminal record check is required upon hiring
- Proof of vaccination against COVID-19 required

**WORK LOCATION:** West Nipissing Community Health Centre – 68 Michaud Street, Sturgeon Falls

**COMPENSATION:** Based on experience, according to WNCHC pay scale

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***Please send a cover letter and resume to: [info@cscno-wnchc.org](mailto:info@cscno-wnchc.org) or by fax to 705-753-5387***

***to the attention of Guy Robichaud, Executive Director***

***Closing date Friday, May 3<sup>rd</sup>, 2024 at 4pm***

***\*Only candidates invited for an interview will be contacted***