



The ***Sunset Country Family Health Team (SCFHT)*** is seeking to fill the following position with a highly motivated, team-orientated professional to shape and influence health outcomes for the Kenora community:

## **Receptionist – Permanent Full Time**

The Family Health Team's vision is to inspire a healthy community, by collaborating as a ***TEAM*** of valued health care professionals by providing comprehensive, accessible and coordinated primary care. ***Our hours of operation are Monday through Friday 8am to 4:30pm.*** For more information visit our website at [www.scfht.ca](http://www.scfht.ca)

The SCFHT is seeking a positive hard-working individual to fill a Permanent Full Time Receptionist positions. The successful candidate will be responsible for greeting patients in person and over the phone, for carrying out a range of reception, scheduling and administrative tasks in relations to the day-to-day operations at SCFHT.

The successful candidate will have experience working in an office setting; proven ability to maintain confidentiality; communicates clearly and effectively; is detail orientated and has a high level of accuracy. The following experience would be an asset: Previous experience working in Health Care; Basic Medical Terminology; experience working with Electronic Medical records (EMR) software.

Compensation: Salary \$40,631 based on MOHLTC funding, Comprehensive benefit plan, pension plan, paid vacation, sick and personal days.

Deadline for applications is:

**October 7<sup>th</sup>, 2019 by noon**

Those interested in this exciting and challenging position with the ***Sunset Country Family Health Team*** are invited to forward a cover letter with a detailed resume including references by email to:

**Colleen Nell  
Executive Director  
Sunset Country Family Health Team  
1-35 Wolsley Street  
Kenora, Ontario P9N 0H8**

Email – [cnell@scfht.ca](mailto:cnell@scfht.ca)

We thank all applicants for their interest. However, only those candidates being granted an interview will be contacted.