



**Women's Health in Women's Hands**  
Community Health Centre  
2 Carlton Street, Suite 500  
Toronto, Ontario M5B 1J3

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**Website Address: [whiwh.com](http://whiwh.com)**

Women's Health in Women's Hands is a community health centre providing primary health care to Black Women and Women of Colour from the Caribbean, African, Latin American and South Asian communities in metropolitan Toronto and surrounding municipalities. We are committed to working from an inclusive feminist, pro-choice, anti-racist, anti-oppression and multilingual participatory framework in addressing the issue of access to healthcare for WHIWH's mandated priority populations encompassing all the determinants of health caused by gender, gender identity, race, class, violence, sexual orientation, religion, culture, language, disability, immigration status and socio-economic circumstances.

The Centre offers the following opportunity for a focused, energetic, and skilled individual for the following position:

## **RELIEF/CASUAL RECEPTIONIST**

Reporting to the Administration Supervisor, you will share your reception/administration skills and expertise to ensure that the Centre's administrative systems and infrastructure effectively support the Centre's mission and vision.

Specific responsibilities include:

- Greet patients and visitors of the Centre; direct all clients and visitors to the appropriate location and services; be courteous, polite and helpful to the public and clients when representing Women's Health in Women's Hands.
- Provide efficient and professional telephone services, transfer calls according to established protocols using judgement to determine activities requiring priority attention.
- Assist with all aspects of the reception desk including assisting clients, mail processing and distribution, courier processing.
- Assist with client registration and schedule client appointments according to the Centre's protocols.
- Provide administrative support to the Administration Team which includes but is not limited to photocopying, filing, event support, mass mailing, assist in the maintenance of forms and office supplies required for Front Desk activities.
- Secure the building at the close of each working day (when required) and have the front desk activities fully functional during business hours.
- Initiate crisis response procedures when necessary.
- Collaborate with the Administrative team to ensure smooth operations of the front reception.
- Other duties as assigned.

You bring to this role a secondary school diploma and have general knowledge of Microsoft Office applications i.e. Word, Excel and Outlook. You are able to plan, organize, and prioritize workload effectively. You are able to work in a fast paced environment with minimal supervision, and take initiative.

Experience with PBX Panasonic Switchboard/multi-line telephone system and experience with Medical Desktop/Nightingale on Demand Electronic Medical Records is an asset. Reception/administration experience, preferably in a not-for-profit or healthcare environment is an asset. Knowledge of women's health and disability issues is also an asset.

**Work Schedule:** Casual on call hours.

In addition to English, knowledge of a language spoken within one of the four priority communities would be an asset.

Women's Health in Women's Hands offers a competitive salary, along with a multidisciplinary team environment where work-life balance is valued and practiced. To apply for this challenging opportunities in a dynamic organization please forward your resume and cover letter quoting "Casual/Relief Receptionist" to:

**Attention: Human Resources**  
**Women's Health in Women's Hands Community Health Centre**  
**2 Carlton St. Suite 500**  
**Toronto, ON**  
**M5B 1J3**

-Or-

[recruitment@whiwh.com](mailto:recruitment@whiwh.com)

-Or-

**Fax: 647-724-3451**

**Posted: January 17, 2018**

**Closing: January 31, 2018**

*We are an equal opportunity employer, and encourage all candidates to apply.*

***We thank all candidates for applying, however, only those selected for an interview will be contacted.***

WHIWH is committed to reflecting the diversity of the community it serves and we strongly encourage applicants who reflect Toronto's Ethical and cultural diversity and our priority populations. We welcome and encourage applications from all qualified candidates.

Accommodation will be provided on request

For more information about Women's Health in Women's Hands Community Health Centre, including our mission, and values statement, please visit our website at [www.whiwh.com](http://www.whiwh.com)