

JOB POSTING – Listowel Site

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POSITION POSTING # L25-60 - New Position
LOCATION: Listowel, Ontario
POSITION: Ambulatory Care Receptionist
UNIT: Ambulatory Care
STATUS: Casual
START DATE: As soon as possible
SALARY RANGE: \$27.26 - \$32.06 per hour (5 step grid based on experience)

POSITION SUMMARY:

The role of the Ambulatory Care Receptionist is to coordinate the day to day clinics and operating room days with efficiency and accuracy in a fast paced, high volume clinic.

QUALIFICATIONS:

- High School Diploma
- Medical Terminology Certificate
- 3 - 6 months related experience in a clinic setting required
- Working knowledge of Cerner software applications information systems and related peripheral hardware, such as Novari ATC preferred

EFFORT:

- Minimal physical effort
- Average degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Booking patient consults and recheck appointments.
- Identify, respond to and prioritize needs and/or requests of specialists
- Making phone calls and taking instructions
- Receiving referral requests, determining urgency of the visit (triaging), and then booking appropriate clinic appointment
- Ability to reschedule clinics when required
- Ability to strategically manage and schedule multiple providers in a limited space
- Book all surgeries – meet with client to set up surgery date and pre-admit date.
- Get charts organized for surgery, organize monthly specialist schedules
- Prepare monthly anesthetic and surgical assists schedules.
- Coordinate assignment of clinical rooms for the day.
- Review times and list of clients prior to clinics – making sure we have all the documents required (e.g.: referral letters, diagnostic reports, etc.)

HOURS OF WORK: Monday to Friday day shift.

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance

careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Date: May 27, 2025 @ 1:00pm

Posting Deadline: June 03, 2025 @ 1:00pm,