

Join our Team

INTERNAL/EXTERNAL POSTING

Inviting applications for the position of:

Medical Receptionist – Canada Summer Jobs

Location: Merrickville/Smiths Falls/Brockville sites
Hours: 1.0fte – 35hrs bi-weekly
Term: June 2, 2025 to Aug 29, 2025
Salary Range: \$19.419 hourly

Who we are:

Rideau Community Health Services (RCHS) is a non-profit, community-governed health and social service agency that provides comprehensive primary care, health promotion and community development services. Working with partners to provide integrated health and wellness services for various communities throughout Leeds, Grenville and Lanark counties.

What we offer:

- Competitive Rates
- Pension Plan - HOOPP
- Team Work
- Professional Development opportunities
- Work/Life Balance and Supportive Culture
- Valuable experience

About the Role:

Provides reception and administrative support services and operates and maintains appointment, chart, and document management systems across the entire organization.

COMMON RESPONSIBILITIES: The Medical Receptionist provides reception, clerical and administrative support functions and operates and maintains appointment, chart and document management systems. Assist with other administrative duties as required.

QUALIFICATIONS: Training in computer software applications and/or secretarial skills. Experience with switchboard/multi-line telephone system. Proficiency in typing and in the use of computers and various software applications. Post-secondary student or graduate in a related field.

This position is being advertised under the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, you must be between **15 and 30** years of age on the start date of the job. You also must be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act. You must also be legally entitled to work according to relevant provincial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Submit your expression of interest in the form of cover letter and resume by May 19, 2025

To Human Resources hr@rideauchs.ca

All applications are considered confidential.

RCHS is accountable to employees, clients and to the government of Ontario for meeting the standards set by the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and its regulations. RCHS is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please call 613-269-3400, ext. 228.