

INTERNAL/EXTERNAL POSTING

Inviting applications for the position of:

Medical Receptionist – Canada Summer Jobs

Location: Merrickville Site
Hours: 1.0fte – 70hrs bi-weekly
Term: June 1 to August 28, 2026
Salary Range: \$20.88 hourly
Start date: June 1, 2026
Existing Vacancy: no

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

About the Role:

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 4, 2026

To Human Resources hr@rideauchs.ca

All applications are considered confidential. AI screening is not used in hiring.

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.

POSITION TITLE: MEDICAL RECEPTIONIST (*CANADA SUMMER JOBS PROGRAM 2026*)

DEPARTMENT: CORPORATE & ADMINISTRATION SERVICES

REPORTS TO: MANAGER, HEALTH ADMINISTRATION

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

REPRESENTATIVE ACTIVITIES:

- Greets client in a warm welcoming and non-judgmental manner.
- Receives all clinic telephone calls, provides information, or redirects as appropriate.
- Schedules appointments for clients with appropriate provider.
- Registers clients and updates client's information (i.e. OHIP numbers, pharmacies, phone numbers) and general data clean up using electronic medical records system (EMR).
- Scans client related documentation to the appropriate section of the EMR
- Supports the organization by performing administrative functions including faxing, printing charts and sorting and distributing medical mail.
- Schedules internal room bookings when required.
- Provide back up support to the medical secretary as needed.

COMMON RESPONSIBILITIES:

- Work in a manner that preserves confidentiality and seeks to minimize risk
- Work in a manner that incorporates health promotion and recognizes the determinants of health
- Incorporate and strengthen collaborative and interdisciplinary teamwork
- Respect and value the diversity of communities and individuals
- Maintain competence and professional licence to practice
- Support the student and volunteer placement programs
- Promote awareness of and participate in RCHS activities
- Contribute to the work by participating in meetings and committees
- Work both regular and extended hours of operation in locations identified by RCHS
- Contribute to RCHS' practices of hiring, orienting, training and mentoring staff
- Contribute to the efforts to secure and maximize resources for current and new programs, services and activities
- Participate in efforts to enhance capacity through staff development
- Support and comply with the Occupational Health and Safety policies and procedures
- Protects patients and employees by adhering to infection-control protocols.

OTHER

- Ability to work flexible hours based on program needs
- Valid Driver's license
- Canadian criminal record check and a vulnerable sector check that are satisfactory to RCHS

QUALIFICATIONS:

- Working towards Health Programs Diploma, relevant work experience in a primary care clinic or post-secondary school diploma or degree in office or business administration.
- Experience with progressive responsibility, preferably in a health care setting.
- Experience with administration support to health professionals and management.
- Experience and interest in working with multi-disciplinary teams.
- Knowledge of medical office procedures
- Knowledge of telephone systems.
- Knowledge of EMR software.
- Excellent interpersonal skills.
- Excellent oral and written communication skills, telephone skills.
- Proficiency in typing and the use of computers and various software applications, including the Microsoft Office Suite programs.
- Ability to work in a fast-paced environment
- Strong organizational and prioritization skills
- Essential time management skills
- Strong attention to detail